

ABC POSITION DESCRIPTION

Division:	Corporate Affairs	Job Title:	Communications Adviser
Department:	Corporate Communications	Classification:	Administrative/Professional Band 6
Location:	Ultimo - Sydney	Position No:	P444189 - S 50038791
Reporting to:	Head Corporate Affairs	Approval Date:	2 February 2017
Key Accountabilities: <p>1. Corporate communications</p> <ul style="list-style-type: none"> • Provide high level support to Head Corporate Affairs to ensure effective communications tools and best practice corporate communications. • Provide site administration for the ABC intranet and corporate website, including updates to key documents, security settings. • Support continual improvement of intranet and corporate website including responsibility for technology upgrades and content migration, quality assurance, security and user acceptance testing. • Prioritise and manage corporate communications initiatives and develop effective content solutions on the corporate website and intranet. • Contribute to content formatting and publishing on intranet and the corporate website ensuring it is consistent, up-to-date and meets the corporate aims. • Undertake regular review of existing Corporate Affairs' social media and communication strategies and practices, and identify opportunities for more effective communications. • Grow awareness of Corporate Affairs' skills and expertise and its ability to assist divisions in their communications needs. Manage the timing of and assist in the execution of divisional communications that are relevant to the whole of the Corporation. <p>2. Relationship management</p> <ul style="list-style-type: none"> • Maintain and develop strong relationships with relevant divisional representatives, with a view to facilitating their internal communications needs. • Represent Corporate Affairs on relevant committee and working groups related to stakeholder relations, as directed. <p>3. Values and compliance</p> <ul style="list-style-type: none"> • Actively promote the ABC values and apply all relevant policies and guidelines including Editorial Policies, Equity & Diversity and WHS. • All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. 			
Key Capabilities/Qualifications/Experience: <ul style="list-style-type: none"> • Appropriate qualifications or experience in communications, media. • Demonstrated high level experience using and administering web content managements systems. Sitecore and Wordpress experience desirable. • Ability to think strategically and communicate complex ideas, concepts and policies clearly and efficiently. • Ability to create and deliver written communications for a variety of audiences and for delivery across a variety of communications channels. • Demonstrated understanding of web design and development, including web standards accessibility and usability and web content management systems. • Ability to work independently and as part of a small dynamic team. • Demonstrated project management skills. • Strong interpersonal and communication skills. • An understanding of and commitment to the ABC's aims, values and workplace policies. 			