



POSITION DESCRIPTION

Strategy and Culture
Chancellery/Melbourne Law School

Communications Advisor, Melbourne Climate Futures

POSITION NO	0053267
CLASSIFICATION	UOM 7
SALARY	\$96,002 - \$103,921 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term for two years (with a possibility of extension)
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kylie O'Connell Tel 0432 003 053 Email kylie.oconnell@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Communications Advisor will deliver communications, digital, media and events support and strategic advice to the Director and Executive team of Melbourne Climate Futures (MCF).

This role will plan, develop, coordinate and deliver a broad range of communications activities to support key priorities and programs, driving awareness and advocacy, internally and externally of the initiative.

This role works closely with the Director, Melbourne Climate Futures; Associate Director Strategic Communications (Research, International, and Advancement); and Associate Director, External Communications to protect and enhance the initiative's profile by developing and delivering content and events to support MCF's work programme.

This role will be required to develop an understanding of stakeholders and audiences, and to proactively identify content creation and events opportunities for these audiences.

1. Key Responsibilities

- ▶ Support the Director and MCF Executive team in communications and media management, events and planning.
- ▶ Produce communications materials and quality content for use across a wide range of channels, including media engagement, social channels, stakeholder engagement, web, internal communications and corporate event management.
- ▶ Work with designers, information architects, and the Director to manage the development of the MCF website to amplify the project's thought leadership and outreach.
- ▶ Manage the delivery of the MCF program's content calendar ensuring that content is produced on time and to brief by meeting regularly with the Director and Executive team, partners, stakeholders, professional and academic colleagues to understand requirements and opportunities.
- ▶ Assist in developing and executing integrated communication plans and events for a range of strategic initiatives.
- ▶ Build and maintain effective working relationships with internal and external stakeholders.
- ▶ Other duties as required by the Director.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree with relevant experience, or extensive experience and specialist expertise in communications, or a combination of both.
- ▶ Excellent skills in oral and written communications.
- ▶ Expertise in the creation and production of targeted, engaging communications for print, digital, media and social channels.
- ▶ Excellent track record in creating and executing content and delivering exceptional client service accurately and in a timely manner.

- ▶ Proven experience in stakeholder engagement and reputation management.
- ▶ Strong presentation skills.
- ▶ Able to operate with independence in an ambiguous, rapidly changing operating environment.
- ▶ Able to work to a high ethical standard ensuring professionalism and confidentiality at all times.

2.2 DESIRABLE

- ▶ Proven ability to understand University research priorities and work with and manage ambiguity and make strategic decisions in the best interests of the institution.
- ▶ Proactive inclination and aptitude to take initiative.
- ▶ Strong understanding of social media strategies and practices.
- ▶ To provide advice and suggest appropriate approaches to direct resources in the most appropriate way to add value for the University.
- ▶ Experience in events management.

3. *Job Complexity, Skills, Knowledge*

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent works under the broad direction of the Strategic Communications Lead. The position exercises a high level of independence and requires sound judgment in carrying out its responsibilities. They will collaborate closely with other colleagues across the University.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will be required to exercise independent judgment in prioritising and focusing their work to ensure positive outcomes. The position also requires high level of problem solving and influencing skills and will be required to communicate with a wide range of stakeholders, including both academic and professional staff.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to develop a sound knowledge of the University's strategic directions. An understanding of the major international and national trends and internal factors, which impact on research in higher education and, specifically, the University of Melbourne as well as their significance to strategic planning are important.

3.4 RESOURCE MANAGEMENT

The position is not responsible for managing other staff.

3.5 BREADTH OF THE POSITION

The incumbent will be required to liaise across the University, as well as with external organisations. The position contributes to a range of activities through research and

complex data analysis that have a wide impact on the University and in the public arena. High-level relationship building and public engagement capacity is essential, as is the exercise of sophisticated communication strategies.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 MELBOURNE CLIMATE FUTURES

Launched in 2021, [Melbourne Climate Futures](#) brings researchers from different academic backgrounds together to develop practical outcomes for the challenges ahead. We are also working hard to empower the next generation of researchers and students to strive for a sustainable climate future, and work alongside the University of Melbourne to ensure the institution is a world leader in decarbonisation.

We're working to harness our research strengths across a range of disciplines, so we can contribute to safe and sustainable climate futures. We are particularly looking to work with

policymakers and industry to understand how research can be translated into practical solutions.

At the same time, we're educating and empowering the next generation of industry, community and research leaders who will drive options for a better climate future. And, of course, the University is itself a large institution, so one area of work is making sure that we are a leader in sustainability and decarbonisation practices to help translate that knowledge across the tertiary sector.

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>