



**Australian
National
University**

Position Description

College/Division:	College of Science
Faculty/School/Centre:	Fenner School of Environment & Society
Department/Unit:	
Position Title:	Communications Assistant
Classification:	ANU Officer Grade 5 (Administration)
Position No:	TBC
Responsible to:	Communications Officer
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Fenner School of Environment & Society operates within the ANU College of Science. The School is concerned with environmental sustainability in contexts from local to global, undertaking interdisciplinary teaching and research. Supporting an academic staff of approximately 60, +120 PhD scholars, a postgraduate coursework student cohort of +80, and approximately 500 undergraduate students each semester is a support staff of approximately 25 people organised into functional teams: Student Administration, Human Resources and Finance, Communications and Marketing, IT and Technical Services (laboratory and fieldwork). The services provided by support staff within the School are integrated with the Science Administration group at the College level.

The Communications Assistant serves to assist the Communications Officer responsible for some aspects of internal and external communications of the School, events, and ensuring consistency of branding and communications across all areas of the School, as well as ensuring that staff and students are well informed.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

This position reports directly to the Communications Officer FSES and liaises closely with relevant School and College staff, including academic and professional staff, University alumni and external organisations.

Role Statement:

Under the broad direction of the Communications Officer the Communications Assistant will:

1. Coordinate operational aspects on a wide range of marketing, outreach and communications matters, ensuring compliance with the University's branding, advertising and publishing requirements and associated policies, procedures, guidelines and legal requirements.
2. Assist with the logistics and on-the-ground delivery of the School's events, delivering regular communications materials for the School, including newsletters, and social media posts
3. Source, produce and write relevant pieces of content for target audiences, to populate Fenner's platforms.
4. Contribute to new communications practices and processes, with a commitment to continuous improvement and best practice in stakeholder engagement and web-based experience.
5. Be an interpersonal presence and point of contact for the School community.
6. Maintain events, news and projects content on the School's website.
7. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Demonstrated experience in a marketing and/ or communications role or an equivalent combination of relevant experience and qualifications/ training. Experience in a communications role and events production will be highly regarded.
2. A sound level of written and oral communication skills, and the ability to communicate with influence, and the ability to convey expert knowledge into content for stakeholders.
3. Demonstrated experience in strategically planning and delivering events and affiliated promotion.
4. Ability to maintain a flexible approach to tasks within a busy work environment and the ability to organise work priorities and meet tight deadlines, with a high level of attention to detail and accuracy.
5. A sound level of information technology and media editing skills, including Microsoft Office suite of programs and web design.
6. High level of interpersonal and liaison skills with demonstrated initiative and ability to effectively communicate, listen to, and troubleshoot with a wide range of people.
7. A demonstrated knowledge and understanding of equal opportunity principles and policies and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	27 January 2023
Printed Name:	Rosie Stevens	Uni ID:	

References:[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)

	Australian National University	<h1 style="margin: 0;">Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre	College of Science	Dept/School/Section	Fenner School of Environment and Society
Position Title	Communications Assistant	Classification	ANU Officer Grade 5 (Administration)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 			
TASK	regular	occasional	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			
Supervisor/Delegate Name:		Rosie Stevens	Date: 27 January 2023