



POSITION DESCRIPTION

## **Communications Officer (Australian Centre for Excellence in Antarctic Science)**

September 2024

UNIVERSITY of   
**TASMANIA**

## Position Summary

College / Division	College of Sciences and Engineering
School / Section	IMAS
Location	Salamanca (Hobart) preferred, with possibility of remote working in Sydney or Canberra
Classification	<u>HEO Level 7</u>
Reports to	ACEAS Director
Direct reports	
Delegation level	<u>Profile D</u>

## Position Overview

The Australian Centre for Excellence in Antarctic Science (ACEAS) is one of Australia's leading Antarctic and Southern Ocean research organisations. Based out of the University of Tasmania, and spanning seven universities across the country, ACEAS works to understand climate risks emerging from East Antarctica and the Southern Ocean. Our team numbers about 150 researchers and our work spans scientific laboratories, Antarctic fieldwork, and computer-based analysis.

The Communications Officer will coordinate communications of ACEAS under the broad direction of the Director in order to enhance the visibility of ACEAS research and researchers. The Officer will lead the planning and development of news, web, and social media stories focused on ACEAS research and researchers, including pre-planning and delivery of stories covering Antarctic fieldwork activity. The Officer will also oversee and edit briefing documents for policymakers and lead training of ACEAS staff in science communications.

## About the University of Tasmania

Welcome to the University of Tasmania, your island campus 1,270 million years in the making. This is heightened education at a slower pace of life. A place that attracts the highest percentage of scientists per capita in the world. Home to towering temperate rainforests, 60,000 years of human knowledge and underground cultural experiences of legend. Take your time to breathe it all in.

Our journey began in 1890, with a seed of academic excellence sown on our island. We inspire and encourage people to flourish and thrive. Our unique circumstances have made us resilient, transforming us into creative problem solvers. Our success is a testament to our quiet determination and adaptability.

We are more than just a place of learning. We are a catalyst for economic growth, a beacon for literacy, a champion for health and a guardian of our environment. We generate powerful ideas for and from Tasmania. We invite inquiring minds, from near and far, to join us in our pursuit of the extraordinary.

## **Accountabilities and outcomes**

### **Purpose**

- Promote world-leading ACEAS research outputs, outcomes and activities to the public and policymakers

### **Key Outcomes**

- Creation and delivery of a detailed plan for coverage of ACEAS work on the 2025 Denman Marine Voyage to the Denman Glacier
- Increased profile of ACEAS on social and news media
- Researchers trained in public communication of science
- Increased output of policymaker briefings
- Stories told from across ACEAS partner universities

### **Behavioural Expectations**

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

## **Success profile**

### **Personal Attributes**

- Evaluative: Excels at examining information and asking probing questions, documenting facts and interpreting data in an objective manner.
- Investigative: Readily takes up opportunities to learn and acquire new skills and is able to identify issues and make intuitive judgements.
- Communicative: Enjoys articulating information and giving presentations. Shapes opinion through influencing skills while challenging established views and assumptions.
- Driven: Takes action and uses initiative to seize opportunities and pursue outstanding results, even when presented with difficulties or setbacks.

## **Core Capabilities**

- Strategy into Action: Able to set, operationalise and activate strategy into specific actions, timelines and responsibilities to enable ACEAS to deliver on key strategic goals.
- Innovation Management: Effectively facilitates idea generation within and across teams. Brings cohorts of people together to incubate ideas from concept to design to implementation. Fosters and enables safe spaces for creative thinking and contribution.
- Teamwork: Works with people with different personalities, knowledge and work styles to effectively collaborate and deliver.
- Self-motivated: Sees opportunities and works to test, refine, and realise a well-formed product that meets the goals of ACEAS.

## **Role Specific Skills, Knowledge and Experience**

- Tertiary qualifications in a science, information or communications discipline.
- Demonstrated record of achievement in communications and/or public affairs.
- Experience of identification, production, and delivery of high-quality media stories, ideally within a science or research context.
- Demonstrated experience in storytelling through social and other visual media, ideally along with proficiency in using editing software, to produce high-quality content that captivates audiences..
- Experience in managing media interactions and/or community and public relations activities.
- Outstanding oral and written communication skills and demonstrated ability to communicate with, and present information effectively to, a diverse range of people, build strong, trusted networks, and work flexibly and proactively as a member of a team.
- Excellent organisational skills including a capacity to act independently, use initiative, prioritise, solve problems, develop and modify procedures, gather relevant information and refer to relevant staff as appropriate.
- High level skills in word processing and presentation software, including developing engaging online content.
- Experience maintaining websites is highly regarded.

## **Other Requirements**

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

As part of our commitment to a safe and inclusive workplace, employment history and criminal background checks may be conducted as part of the selection process.

Experience working in government and/or parliamentary offices (desirable)

Willing and able to undertake regular interstate travel

Ability to develop understanding of University guidelines and procedures, and the ability to apply policy to routine processes



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position