

**OneSKY Senior Communications & Engagement Advisor**

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| **Position Detail** |  |  |  |
| **Reports To** | Head of Project Communications & OneSKY PMO Manager | **Group** | Chief Communications Officer |
| **Classification** | ASA7 | **Location** | Canberra, Brisbane or Melbourne |

**Organisational Environment**

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers and provide air navigation services across 11 per cent of the world’s airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

**Primary Purpose of Position**

The OneSKY Program is a partnership between Airservices Australia and the Department of Defence to harmonise civil and military air traffic management into one seamless system. The Program is responsible for the planning, development and implementation of Airservices’ next generation air traffic management system, known as the Civil-Military Air Traffic Management System (CMATS).

Reporting to the Head of Project Communications, the **OneSKY Senior Communications and Engagement Advisor** will drive the implementation of the engagement plan for the OneSKY program across all key stakeholder groups. This will involve end to end planning, ensuring key stakeholders are kept up to date across the program milestones.

As the the **OneSKY Senior Communications and Engagement Advisor,** you will seek opportunities for the project team to engage externally and internally and will provide relevant briefing material to ensure communication on the OneSKY program is consistent and coordinated. You will be responsible to follow up with all key stakeholders to the Program, including the Executive Team, the Chief Executive and the Airservices Board. You will be the main point of contact in the OneSKY team for all communication and engagement activities relevant to the OneSKY program.

**Accountabilities and Responsibilities**

# Position Specific

* Develop and coordinate communications and engagement initiatives that will drive the OneSKY engagement plan
* Oversee all relevant communications and collateral relevant to the OneSKY program
* Ensure a high standard of professionalism across all material relating to the OneSKY program
* Ensure communications and engagement approach is in line with the corporate communications project approach and strategy

# People

* Build, maintain and influence positive relationships across the business to achieve optimal support for the OneSKY program
* Develop cohesive relationships with all relevant stakeholders across the organisation
* Define, manage and monitor objectives for all communication and engagement activities related to the OneSKY program
* Coordinate with internal and external stakeholders and communications/engagement business units, to facilitate high levels of engagement

# Compliance, Systems and Reporting

* Adhere to enterprise governance systems and policies, including Safety, Environmental, WHS, Risk and Compliance
* Align communications and engagement activities to industry best practice and Airservices processes

# Safety

* Demonstrate safety leadership and behaviours consistent with enterprise strategies
* Support consultation in relation to safety-related statutory regulatory duties and obligations

**Key Performance Indicators**

# Efficient, Effective and Accountable

* As part of the broader Corporate Communications Team requirements, achievement of corporate initiatives and alignment with the objectives set out in the corporate plan
* Develop high quality program communications with a professional approach
* Build and maintain effective working relationships across project managers and senior leadership team
* Ensure all communications and engagement requirements are met

**Commercial**

* Achieve budget objectives and performance targets
* Compliance with relevant procurement standards, including advocacy of existing supplier diversity arrangements

**People**

* Establish open and productive relationships with project teams as well as Airservices and Defence leaders and subject matter experts
* Motivate and engage the project team to ensure effective engagement to lead the project to success

**Safety**

* Compliance with safety, risk, environmental and any other standards

**Efficient, Effective and Accountable**

* Active participant inf the broader Corporate Communications Team
* Professional, well presented reports
* Effective, high quality communications and engagement material

**Key Relationships**

# Internal

* Service Delivery Group
* Customer Engagement Team
* OneSKY senior Leadership Team
* Portfolio and Program Delivery Group
* Lead Governance and Assurance Specialist
* Portfolio, Program and Project Managers
* Corporate Communications Team
* Airservices and Defence Executives
* OneSKY Program members
* Office of the Chief Executive Officer – Government Relations
* Other internal and external stakeholders as required

# External

* Key stakeholders as outlined in the OneSKY Engagement Plan
* Defence Executives

**Skills, Competencies and Qualifications**

* Bachelor/undergraduate degree in business/communications/public relations or related discipline
* Strong interpersonal, communications and stakeholder engagement skills
* Excellent management and communication skills – proven ability to motivate people to achieve an agreed outcome. Demonstrated experience in managing engagement activities across complex projects
* Experience in developing professional communications for a variety of audiences with a high level of precision, accuracy and attention to detail
* Advanced skills in Microsoft Powerpoint are essential and experience with other design tools is desired
* Organisation skills – ability to work on a number of different projects and deliver within agreed timeframe. Attention to detail is important for this role
* Customer-oriented approach – communicating the benefits of the OneSKY program to customers through the Customer Engagement Team
* Build positive relationships both internally and externally, to identify the project engagement requirements and develop a cohesive suite of materials and collateral that can be used by the project team
* Results driven – setting high standards for the team and ensuring that all reporting and engagement activities are conducted to the highest standards
* Adhering to principles and values, including: upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities; builds diverse teams; and encourages organisational and individual responsibility towards the community and environment.
* Excellent planning and organisational skills

**Performance Standards and Behaviours**

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

* Treating everyone with dignity, respect and courtesy
* Acting with honesty and integrity
* Acting ethically and with care and diligence
* Complying with all Airservices’ policies and procedures, and applicable Australian laws
* Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
* Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices