# Communications Advisor

(VN-0733849)

### POSITION DETAILS

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| **Classification:** | APS Level 5 |
| **Position Number:** | 12483 |
| **Salary:** | $84,405 - $90,091 (plus 15.4% superannuation) |
| **Employment type:** | Ongoing, full time (37.5 hours) and part time |
| **Section:** | Communications |
| **Branch:** | Evidence, Communications, and Industries Policy |
| **Location:** | Canberra, ACT |
| **Contact Officer** | Amber Skurr (02) 6121 3997 or [Amber.Skurr@swa.gov.au](mailto:Amber.Skurr@swa.gov.au) |
| **Closing Date** | **11.30pm (AEDT) Wednesday 6 December 2023**  Extensions may be granted in exceptional circumstances only. |

Your Role

A key function of the Agency is to develop and implement national education and communication strategies and initiatives to support improvements in work health and safety outcomes and workers’ compensation arrangements.

In consultation with the Assistant Directors Communications, the Communications Advisor will assist with developing and implementing the communications and engagement activities of the Agency. They will support internal and external communication, media engagement, social media, and website publishing.

They will assist the senior team on social media content development, daily monitoring of the Agency’s social media channels and retrieve data to evaluate the performance of the Agency’s internal and external communication channels. Working with the Assistant Director, the Communications Advisor will coordinate the Agency’s internal communications. The position will also perform various administrative tasks to support the work of the Communications section.

Key responsibilities and accountabilities

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| **Communication** | * Assist with the development and editing of communication tactics for a range of internal and external communication channels, including website, social media and intranet. * Contribute to and support the planning, development and implementation of internal and external communication projects to deliver quality and effective communication outcomes for the Agency. * Manage the Agency’s social media platforms (LinkedIn, Facebook and Instagram). This includes planning, content creation, development of social media schedules and daily monitoring. * Manage the Agency’s intranet on the SharePoint 365 server, including publishing and updating content and providing advice to internal staff. * Monitor and manage the Communications team inbox, including coordinating enquiry responses. * Prepare and distribute reports evaluating the performance of the Agency’s communication channels. * Business-as-usual and ad hoc communication activities as required. |
| **Project management** | * Manage and monitor the implementation of communication projects to targeted timeframes and instigate timely and effective troubleshooting as required. * Manage multiple projects within tight timeframes in a constantly changing environment. |
| **General** | * Maintain current knowledge of Agency and APS processes and relevant policy priorities impacting the Agency. |

Our Agency

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers’ compensation. We represent the interests of the Commonwealth, states and territories, as well as workers and employers. We are a small Agency of around 100 people, yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. As a national policy body, we do not regulate WHS laws or administer workers’ compensation arrangements which is a matter for the Commonwealth, states and territories.

We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities.

We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply.

Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

Find out more about [who we are and what we do](https://www.safeworkaustralia.gov.au/about-us/who-we-are-and-what-we-do).

Our Section

The position is located within the Communications section which provides high-quality, strategic communication advice and support to the Agency, including:

* national education and communication strategies and initiatives
* media monitoring, media liaison and public affairs services
* social media management, planning and development
* website and intranet management
* graphic design
* coordinating sponsorships
* managing production of the annual report
* internal communications, and
* production of printed, audio-visual and online communication materials.

Education and experience

* Tertiary qualifications in communications or equivalent is highly desirable.
* Demonstrated experience and knowledge in using graphic design or web applications is highly valued.

Eligibility

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Gov0733849ernment Security Vetting Agency (AGSVA)](https://www.defence.gov.au/dsvs/) website.

How to apply

Our [website](https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies) provides guidance to assist you through the application and selection process.

To apply for this role, you will need to send the following to [recruitment@swa.gov.au](mailto:recruitment@swa.gov.au), by **11.30pm (AEDT), Wednesday 6 December 2023.**

* a completed [application coversheet](https://www.safeworkaustralia.gov.au/node/1742)
* a resume outlining your career history and qualifications.
* a pitch (no more than 750 words) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.

Please include the following in the subject line of your email (in this order):

* job title
* classification, and
* vacancy number (VN) as per the APS Gazette.

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 18 months of the vacancy being notified in the APS Gazette.

Any queries relating to the submission of your application can be directed to the People Strategies section via [recruitment@swa.gov.au](mailto:recruitment@swa.gov.au) or by phoning 02 6240 5064.