POSITION DESCRIPTION

TITLE: Communications Officer

WORK TYPE: Full-time, 12-month contract with the potential to extend

REPORTS TO: Senior Communications Manager

LOCATION: Level 6, 436 St Kilda Road, Melbourne 3004

ORGANISATIONAL CONTEXT

The Australian Academy of Technology and Engineering is an independent thinktank that helps Australians understand and use technology to solve complex problems. We bring together Australia's experts in applied science, technology and engineering to provide impartial, practical and evidence-based advice on how to achieve sustainable solutions and advance prosperity.
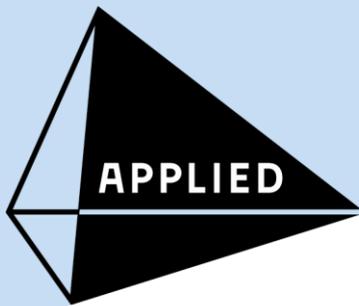
We are a Learned Academy which operates as an independent, non-government, not-for-profit organisation. Our national office is in the St Kilda Road district of Melbourne. The Academy functions operationally through the National Office and State and Territory Divisions.

The Academy is a Fellowship organisation, comprising men and women elected on the basis of their expertise and experience. There are currently almost 900 Fellows, drawn from academia, industry, government and research organisations. They include Chief Scientists, CEOs, Vice-Chancellors, heads of research institutes and many other eminent people.

Fellows contribute to the Academy's mission of applying science, technology and engineering to solve the big issues facing our nation in a fast-changing world.

The Communications Officer

Works as a member of the Communications team to amplify the Academy's impact with the public, principally through digital channels, and to deliver timely, engaging and accurate communications with Fellows.

GPO BOX 4055   **T** +61 3 9864 0900
Melbourne, Vic   **F** +61 3 9864 0930
3001, Australia   **E** info@applied.org.au
applied.org.au   **ABN** 58 008 520 394

KEY RESULTS AREAS AND RESPONSIBILITIES

- Writing, commissioning and editing articles for public and internal email newsletters
- Writing, commissioning and editing articles for Academy publications, including Applied magazine
- Growing engagement and audience size through social media, principally Twitter and LinkedIn
- Contributing to the production of podcasts, videos, graphics and other digital content
- Providing input on broader communications and engagement strategies

KEY SELECTION CRITERIA

Essential
- Degree in communications or journalism, or in a STEM field with communications expertise
- Strong writing and editing ability, in various media
- Command of social media and an understanding of "voice"
- Ability to work with little supervision and to progress a range of tasks simultaneously
- Ability to independently research and develop articles for publications and the internet
- Demonstrated high-level ability to work independently and as part of a dynamic team, managing workloads and priorities to meet organisational deadlines

Desirable
- Experience in communicating technology, engineering or science research
- Experience in a policy-related environment
- Familiarity with Adobe Creative Cloud

OTHER JOB-RELATED INFORMATION

- Interstate travel may be required from time to time
- Occasional out-of-office-hours work may be required

For more information, ring Dr David Glanz on 0438 547 723 or email david.glanz@applied.org.au

All applications must include a cover letter and a CV, and must address the key selection criteria

Applications close at 11.59pm on Sunday 17 March 2019