



## Position description

<b>Job title:</b>	Communications Officer
<b>Classification:</b>	APS 5, APS 6
<b>Location:</b>	Level 10, 255 Elizabeth Street, Sydney NSW 2000 Level 8, 12 Moore Street, Canberra ACT 2600 Level 25, 400 George Street, Brisbane QLD 4000
<b>Position #:</b>	Allocated on commencement
<b>Position type:</b>	Ongoing; non-ongoing; full-time; part-time;
<b>Remuneration</b>	APS 5: \$76,451 to \$81,733 per annum APS 6: \$85,687 to \$94,513 per annum plus 15.4% superannuation
<b>Report to:</b>	Assistant Director
<b>Reports:</b>	No reports
<b>Security Clearance:</b>	Baseline (minimum required)

## The agency

The Asbestos Safety and Eradication Agency (ASEA) oversees national efforts to prevent exposure to asbestos fibres in order to eliminate asbestos-related disease in Australia by coordinating the [National Strategic Plan for Asbestos Management and Awareness 2019-2023](#) (NSP 2019-2023).

## Position duties

1. Providing communications support to the ASEA including development of high-quality materials for dissemination to the public to raise awareness about the dangers of asbestos.
2. Implementing the communications strategy for the agency to ensure delivery of the NSP 2019-2023 and other communications strategies where required.



3. Creating communications and public education materials including corporate documents, website and social media content, speeches and other stakeholder communications which support ASEA and partner events
4. Monitoring and managing stakeholder, media and other emerging issues for the agency and daily monitoring of all forms of media to keep the agency and stakeholders informed of asbestos-related coverage.
5. Maintenance of the agency website and social media accounts. Familiarity with using major social media platforms for organisations, government or business is essential.
6. Assist in the delivery of agency events, conferences and forums and participation in other external events as required; including procurement requirements.
7. Provide secretariat assistance and participate in internal and external committees or working groups including the National Asbestos Awareness Committee and the Asbestos Support Group Network.

## **Selection criteria**

Your response to the following criteria should be in the form of a pitch of no more than 1,000 words in total outlining why you should be considered for these positions.

1. High level written and oral communication skills, including the ability to prepare high quality communications and marketing material tailored to a range of different stakeholder audiences.
2. Demonstrated ability to build and maintain strong, effective relationships with internal and external stakeholders, by providing support, anticipating and responding to their needs.
3. Ability to assist with the delivery of clear plans to effectively manage events and marketing projects/campaigns to promote the agency.
4. Ability to work to a communications or campaigns plan, but also to recognise opportunities or changing situations as they arise and adapt plans accordingly.
5. Strong organisational skills and ability to manage competing deadlines whilst maintaining accuracy and attention to detail in delivery of projects.
6. Ability to develop a detailed understanding of the issues around the risks of exposure to asbestos, to adapt quickly and effectively to new requirements and situations, keep updated on new sector trends and developments.
7. Experience working in government or similar communications/marketing environment.



## **Desirable criteria**

1. A relevant tertiary qualification(s) in media, communications and events will be highly regarded but is not essential.
2. Experience in graphic design (particularly for social media) is highly desirable but not essential.
3. Experience with video production for social media and website content is highly desirable but not essential.

## **Position eligibility requirements**

To be eligible for employment with the APS and ASEA, you must be an Australian citizen.

This position also requires a Baseline security clearance as a minimum. The successful applicants will be required to obtain and maintain a clearance at that level for the duration of their employment with ASEA.

## **Merit pool**

A merit pool may be established as part of this recruitment process to fill future ongoing and non-ongoing APS level vacancies should they become available.

This merit pool will be valid for 12 months from the date advertised.

## **How to apply**

Please see the [Careers page](#) on the ASEA website for how to apply for this position.