



Position Description

Position Title	Communications Officer
Mode of employment:	Casual
Time fraction:	0.4 FTE (indicative hours, but will vary each week)
Tenure:	Casual
Line Manager: Positions reporting to this position:	Strategic Communications Manager Nil
Classification:	PRC Level 2 Assistant Specialist
Working relationships:	<ul style="list-style-type: none">• Internal:<ul style="list-style-type: none">– PRC executive, senior leadership and project teams, finance and other corporate services staff• External:<ul style="list-style-type: none">– Events venue staff/conference organisers, graphic designers, printers, photographers and other suppliers as required
Other information:	Staff are required to: <ul style="list-style-type: none">• Undergo a National Police Check prior to appointment and every 3 years after

Position Overview

The Communications Officer:

- Supports the marketing and communications function at the PRC, ensuring its systems and processes are up-to-date and functioning effectively
- Plays a key internal communications role, assisting other staff to use marcomms resources and managing the marcomms section of the intranet (SharePoint)
- Helps facilitate effective external communication with key stakeholders including partner organisations and media, and
- Supports events management across the PRC, both at a corporate level and for programs where required.

About the Parenting Research Centre

The *Parenting Research Centre (PRC)* is Australia's only independent non-profit research and development organisation exclusively focused on parenting.

We believe that parenting is the most important influence on a child’s health and wellbeing. To help parents, raise happy healthy children, we seek and share scientific knowledge of effective parenting, develop evidence-based practical solutions and build the capability of the community to support parents.

Our corporate values are:

- Commitment: we believe in the importance of parenting
- Excellence: we do our best to apply scientific knowledge in a practical way
- Open-mindedness: we value learning and inquiry
- Innovation: we are flexible and creative
- Responsiveness: we respond to community needs
- Collaboration: we pool our knowledge and our resources
- Stewardship: we are trustworthy and accountable

Our code of interpersonal behaviour is based on the values of:

- Respect: treat people with dignity and communicate their worth
- Responsibility: be dependable, trustworthy and accountable
- Positivity: be positive and proactive, and focus on solutions and strengths
- Acceptance: embrace diversity, exercise tolerance and look for the best in others

Personal Competencies Required	Position Competencies Required
Strong professional ethics and integrity	Commitment to the values of PRC Demonstrated ability to exercise a high level of discretion and sound judgement when dealing with sensitive, challenging and confidential matters.
High levels of motivation and energy	Results oriented, highly productive
Ability to be proactive and positive in solving problems and lead projects/changes in a confident and decisive way	A willingness to show high motivation, to establish priorities, set and maintain deadlines with a demonstrated ability to use initiative
Comfortable working in a multi-tasking and flexible environment	Ability to simultaneously manage multiple activities and prioritise accordingly.
Commitment to teamwork	Demonstrated communication and interpersonal skills including problem resolution and negotiation
Eager to participate and contribute to a learning environment	Demonstrated ability to collaborate and work in a multi-disciplinary setting
Commitment to ongoing professional development	Clear understanding of own development needs, plus commitment to continuous improvement, OH&S and Equal Opportunity principles

Key Responsibilities

- Assisting the Strategic Communications Manager and other members of the Marcomms team in executing communications strategies and campaigns
- Establishing and refining our communications systems and processes to ensure the smooth functioning of the marcomms team
- Assisting PRC staff in using marcomms resources and managing the marcomms section of the intranet (SharePoint)
- Managing the marcomms media and external partner databases, ensuring they are regularly updated and remain effective tools for the marcomms team and other PRC staff
- Assisting with the development and uploading of web content and newsletters
- Managing logo requests and image consent processes as well as the PRC's image database
- Ensuring the marcomms content calendar is kept up-to-date and that relevant external events and conferences are captured
- Managing invoice coding and recording
- Organising events (including conferences, workshops, briefings, roundtables and other meetings), acting as the central event co-ordination and liaison point and providing logistical and administrative events support
- Providing guidance on events best-practice
- Developing events-related communications materials such as programs, invitations and events reminders
- Working with external suppliers where required
- Proactively identifying and addressing marcomms administration requirements, risks and continual improvement processes
- Participate in regular learning and development opportunities
- Other duties as directed

Key Selection Criteria

Essential

- Four years' related experience in communications/related administrative roles
- Strong organisational, project management and liaison skills
- Accurate and meticulous attention to detail
- Excellent written and verbal communications skills
- Ability to adapt to new technologies
- Demonstrated successful performance in a dynamic organisational setting dealing with diverse stakeholders
- Thorough understanding of best practice events procedures
- Ability to form swift and productive working relationships with external events suppliers and diplomatically manage interactions with key PRC stakeholders who attend our events
- Ability to foresee and plan for potential pitfalls and risks and troubleshoot unexpected problems when they arise in an events context
- Ability to remain measured under pressure and think laterally to solve challenges
- Proven proficiency in the use of Microsoft Office products such as Word, PowerPoint and Excel
- Proficiency in formatting Word documents and document control

Desirable

- Experienced in use of SharePoint document library and site management
- Proficiency in use of Adobe Creative Suite software, particularly Photoshop, InDesign and Acrobat Pro
- Understanding of, or experience in, WordPress content management systems

- Tertiary qualifications in marketing, communications or public relations, and/or equivalent work experience in this field
- Experience working in the Not-for-Profit sector

Line Manager's signature: _____ Date: ____/____/____

Employee's signature: _____ Date: ____/____/____