

POSITION DESCRIPTION

ORGANISATION:

Bushfire and Natural Hazards Cooperative Research Centre (CRC)

POSITION:

Communications Officer (Events)

Full time, 12 Months Maternity Leave position

REPORTS TO:

Communications Manager

CONTEXT

The Bushfire and Natural Hazards Cooperative Research Centre coordinates a national research effort in hazards, including bushfires, flood, storm, cyclone, heatwave, earthquake and tsunami. It was established on 1 July 2013 with \$47m in Commonwealth funding over eight years under the Australian Government's Cooperative Research Centres Program. The CRC draws together all of Australia's emergency service authorities with the nation's leading experts across a wide range of scientific fields to explore the causes, consequences and mitigation of natural disasters.

CRC VALUES

Respect – recognising and valuing the contributions of everyone.

Focus – Ensuring that our activities are aligned with the CRC vision and mission.

Integrity and Honesty – To be honest and act with integrity in all we do.

Research Excellence – Pursuing highest quality research methods and outcomes aligned with the mission of the CRC.

Supportive Leadership – Allowing all involved in the CRC to achieve their leadership potential.

Trust and Collaboration – Sharing and working co-operatively in a trusting environment.

PURPOSE OF THE POSITION

Organise and co-ordinate a calendar of CRC events and meetings including conferences, workshops, seminars and forums.

Manage stakeholder relations with a contact management system.

Assist in the promotion of the CRC through the production of marketing products and other communications activities.

Provide administrative support to the CRC management team.

KEY RESPONSIBILITIES

Event Management

Project manage the coordination and logistics of CRC events, including the annual conference, community outreach activities and research meetings.

Coordinate the management and scheduling of events with partner organisations, in particular with the Australasian Fire and Emergency Authorities Council, and the Australian Institute for Disaster Resilience. Manage the costs/expenditure of events within budget in liaison with CRC management.

Stakeholder Communication

Support the Communications team in the provision of publications and materials required by stakeholders for the transfer of research knowledge.

Maintain an up-to-date contact management system (Microsoft Dynamics 365) of relevant stakeholders.

Office Support and Administration

General administration and office support, including:

Provision of secretarial assistance to management team

Sourcing, design, purchase and distribution of corporate merchandise

Maintenance of stationery and printing supplies.

Coordinate distribution of publications.

Other tasks as required to meet the objectives of the CRC.

Travel Coordination

Coordination of domestic and international travel and accommodation for CRC staff (excl. CEO) and students.

Ensure compliance with CRC travel policy and procedures.

Web site and database maintenance

Assist with minor maintenance of the CRC website through a content management system.

Ensure online information is up to date and functional.

KEY RELATIONSHIPS

Internal: Communications Manager/Officer

Executive

Researchers and Students

Partners

External: Government and community contacts

Public

SELECTION CRITERIA

Specific knowledge and/or experience required -

- Experience in project managing large complex events.
- Experience in administration, supporting a management team.
- Experience with a contact management system for events and stakeholder relations.
- Excellent organisational, team and communication skills.
- Strong proficiency in the Microsoft Office suite and Adobe Acrobat.

Desirable:

At least 1 to 2 years relevant experience

Experience with Office 365, SharePoint and Dynamics 365.
