

Assistant Director Communications

(VN-0751731)

POSITION DETAILS

Classification:	Executive Level 1
Position Number:	12461
Salary:	\$121,205 - \$134,778 (plus 15.4% superannuation)
Employment type:	Ongoing, full time (37.5 hours) and part time
Section:	Communications
Branch:	People, Communications and Evidence
Division:	Corporate and Engagement Group
Location:	Canberra, ACT
Contact Officer	Marianne Gordon marianne.gordon@swa.gov.au
Closing Date	11.30pm (AEDT) Sunday, 08 December 2024 Extensions may be granted in exceptional circumstances only.

Your Role

A key function of the Safe Work Australia (SWA) 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 Communications Director and the Agency's policy areas, the Assistant Director, Communications will drive national education and communication strategies and provide strategic direction and advice on Agency communication activities and issues.

They will assist in setting the strategic direction of the Communications section and will, under limited direction, liaise with sections across the Agency to support internal and external communication, media engagement, website publishing and graphic design.

The position will supervise staff to deliver on the section's work plan, and this includes supporting staff to perform at their best as well as developing their capabilities.

Key responsibilities and accountabilities

Communication	<ul style="list-style-type: none"> • Liaise, consult, negotiate with and support business areas to plan, execute and achieve communication and business objectives. • Develop, implement and evaluate innovative communication strategies and material including creative materials, campaigns, publications, and website and social media content. • Provide strategic media advice and develop materials for proactive and reactive media engagement. • Develop and maintain effective stakeholder relationships with internal and external stakeholders in industry, government, international partners and other relevant organisations. • Business-as-usual and ad hoc communication activities as required.
Managing employees and teams	<ul style="list-style-type: none"> • Assist the Communications Director in leading a small team of communication professionals. • Effectively manage competing priorities and strategic directions to achieve team outcomes. • Monitor team progress to deliver quality outcomes. • Assist the Communications Director to lead, manage and develop team members, including providing coaching and mentoring to achieve high levels of performance.
Project management	<ul style="list-style-type: none"> • Manage and monitor the implementation of communication projects to targeted timeframes and budget and instigate timely and effective troubleshooting as required. • Contribute to the Agency's broader management processes, including business and operational planning. • Manage multiple projects and issues effectively within tight timeframes and allocated resources in a constantly changing environment.

- Manage the procurement of various communication related products and services.

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](#).

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
- production of the annual report
- internal communications, and
- production of printed, audio-visual and online communication materials.

Education and experience

- Tertiary qualifications in communications, journalism or public relations or equivalent work experience is highly desirable.

- Significant previous experience in a strategic communications role, including managing a small team, 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 Government Security Vetting Agency \(AGSVA\)](#) website.

How to apply

Our [website](#) 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, by **11.30pm (AEDT) Sunday, 08 December 2024**

- a [completed application coversheet](#)
- 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.

Your application will be assessed against the EL1 [work level standards](#). Prior to preparing your response it is recommended you review the relevant work level standards and [Integrated Leadership System \(ILS\) Profile](#) relevant to the classification you are applying to.

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 or by phoning 02 6240 5064.