



Position Description

College/Division:	Research and Innovation Portfolio
Faculty/School/Centre:	National Computational Infrastructure (NCI)
Department/Unit:	Business Development and User Engagement (BDUE)
Position Title:	Communications Officer
Classification:	ANU Officer 6/7 (Administration)
Position No:	-
Responsible to:	Business Development Coordinator
Number of positions that report to this role:	-
Delegation(s) Assigned:	-

PURPOSE STATEMENT:

NCI is the leading national provider of high-end computational and data-intensive services, with a national and international reputation for expertise and innovation. It forms an integral part of the Australian Government's research infrastructure strategy, and is engaged with and embedded in research communities, high-impact research centres, and research institutions nationally. As an organisation, NCI is built on, and sustained by Australia's national university (ANU), its national science agency (CSIRO), its national meteorological agency (the Bureau of Meteorology), its national geoscience agency (Geoscience Australia), and a consortia of research-intensive universities supported by the Australian Research Council.

The Communications and Outreach Officer will work with the Communications and Outreach Coordinator to implement NCI's internal and external communications and outreach strategy, with a focus on extracting maximum value from the NCI facility through strategic use of the communications and outreach function to build user expertise and optimise the user experience to generate high impact research outcomes.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Communications Officer will work under the broad direction of the Communications and Outreach Coordinator to implement NCI's internal and external communications strategy.

Role Statement:

1. In consultation with the Communication and Outreach Coordinator, develop an internal communications strategy, foster relationships with NCI Managers and Team Leaders and facilitate internal communications between staff members.
2. Co-ordinate events including conferences, training sessions, tours and VIP visits.
3. Enhance the NCI User experience by communicating news, information and opportunities via social media, monthly newsletters, the NCI website and internal communications tools (including maintaining contacts lists).
4. Support the User Services Team to improve the user experience, including coordinating user training sessions, developing online training and conducting user surveys.
5. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
6. Other duties as consistent with position description and classification.

See the [classification descriptors for professional staff](#) and [minimum standards for academic staff](#)

SELECTION CRITERIA:

1. A relevant degree and experience in communication and community outreach, ideally in a scientific research environment, and preferably with tertiary qualifications in science (ideally at the postgraduate level) and an appropriate level of IT knowledge, or a combination of relevant experience, education and training.
2. Demonstrated experience in the preparation of quality (communication and outreach) materials for print, new media (including appropriate experience with web authoring tools), and social media.
3. A self-motivating character, with the ability to work independently, flexibly, collaboratively, and ethically within broad guidelines and procedures, with only basic supervision/oversight, and with a broad range of stakeholders (researchers, staff of partner organisations, media etc.) .
4. Excellent oral and written communication skills, and correspondingly strong interpersonal skills are required to engage the cross-section of the NCI community (comprising researchers, technical experts, research managers/administrators) to develop a comprehensive and valued portfolio of communication and outreach.
5. A demonstrated high level of understanding of equal opportunity principles and a commitments to the application of equal opportunity policies in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Research and Innovation Portfolio	Dept/School/Section	National Computational Infrastructure (NCI)
Position Title	Communication Officer	Classification	ANU Officer 6/7 (Admin)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:			Date:		

