



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:	Communication and Outreach Coordinator
Classification:	ANU Officer Grade 8 (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 Australia 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, its national science agency (CSIRO), its national meteorological agency (the Bureau of Meteorology), and its national geoscience agency (Geoscience Australia), and consortia of research-intensive universities, supported by the Australian Research Council.

The Outreach and Communication Coordinator will play a key role in developing and implementing NCI's outreach and communication strategy, promoting to stakeholders and the wider community the role and capabilities of NCI, the diversity and quality of research that is supported, and the key contribution made by computational and data-intensive science to research and the advancement of knowledge.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Outreach and Communication Coordinator is a member of the Business Development and User Engagement team whose role is to develop and implement communications activities and community outreach that demonstrates the importance of the work undertaken by NCI, and which highlights the significance of the research that is supported by NCI (jointly with stakeholder organisations, centres and agencies).

The incumbent works:

1. Under the broad direction of the Deputy Director
2. Closely with other members of the NCI management team to identify opportunities for promotion, communication and outreach;
3. with members of NCI's operations team in facilitating and managing the electronic resources;
4. With the ANU Communications and External Liaison Office and Marketing Office, and related groups in partner organisations, to facilitate and manage media and communications opportunities;
5. With researchers within partner organisations, and more broadly, to develop NCI stories and a comprehensive portfolio of research highlights; and
6. With external organisations in the facilitation of promotional opportunities at conferences, workshops etc.

Occasional work outside of normal working hours may be required to facilitate events sponsored by NCI. Occasional national and/or international travel may be required to promote NCI at conference events etc.

Role Statement:

The role comprises three major facets:
Strategy, Review and Management

1. In consultation with the Director and the Deputy Director develop communication and outreach plans and strategies (involving conventional and electronic/new media, including the use of appropriate social

media) that will develop the NCI brand and promote to the stakeholders of NCI, and to the wider community, the:

- Diversity and quality of research which is supported by NCI;
 - Role and capabilities of NCI;
 - Contribution of computational and data-intensive science to research and the advancement of knowledge.
2. Implement communication and outreach strategies under the broad direction of the Deputy Director and in collaboration with the ANU Strategic Communications and Public Affairs Office as appropriate.
 3. Maintain communication/outreach plans and strategies, reporting on successes and weaknesses, and identifying opportunities.

Communication

4. Plan, manage and coordinate the dissemination of NCI news, activities and opportunities, through various channels including mailing lists, the NCI website and external media, and directed to stakeholders, the research community, government, and industry. Maintain an archive of communications, up-to-date contact lists, and an up-to-date web and social media presence.
5. Extend, enhance, and maintain the range of print and electronic/new media materials, by engaging with researchers, leaders of research projects/activities (whose work is supported by NCI) and NCI staff. Work with units internal to ANU, and external organisations/consultants to develop the portfolio of materials (brochures/fact sheets, posters, research highlights, web presence, etc.), stories and media opportunities.
6. Build relationships with communication and outreach staff in partner organisations and research centres to achieve cooperation/collaboration in the mutual optimisation of communication opportunities.

Outreach

7. Coordinate NCI's presence/activities at key national and international conferences (e.g., eResearch Australasia, Supercomputing, etc.), expos, open days, lectures and seminars sponsored by NCI, etc.,
8. Together with key NCI staff and stakeholders provide logistical support for and contribute to the development of opportunities for NCI user training and outreach
9. Comply with all ANU Policies and procedures, and in particular those relating to work health and safety and equal opportunity.

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 and education 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 developing and implementing communications strategies, preferably within the context of a research support organisation such as NCI.
3. 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, as appropriate.
4. 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.) .
5. Excellent oral and written communication skills, and correspondingly strong interpersonal skills as 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.
6. 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 and Outreach Coordinator	Classification	ANU Officer 8 (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:		