

POSITION DESCRIPTION

ORGANISATION:

Natural Hazards Research Australia

POSITION:

Communications Director

LOCATION:

Brisbane, Melbourne or Sydney

REPORTS TO:

CEO

CONTEXT

Natural Hazards Research Australia (the Centre) focuses on outcomes that will:

- Protect human life and minimise harm and suffering – towards zero preventable deaths.
- Contribute to well-prepared and resilient communities that are better informed of the risks associated with natural hazard exposure, are informed about strategies for mitigating the impacts from natural hazards and are able to make informed decisions if faced with a potential disaster.
- Translate research into action, maximising translation and implementation of research outcomes.

In delivering the strategy, the Centre will build Australian capability through:

- Strengthening relevant research capabilities.
- Supporting the development of sustainable research and its translation capabilities within research provider and end-user organisations.
- Strengthening and expanding the appropriate knowledge networks.

The Centre focuses on natural hazard resilience and disaster risk reduction to support the needs of a variety of critical stakeholders – including disaster resilience agencies and communities – in preparing for, responding to and recovering from disasters caused by natural hazards.

The Centre involves a large number of participants drawn from government, private and not-for-profit sectors across Australia. The Centre has a strong focus on delivery of useable outputs to enhance the safety, resilience and sustainability of communities.

Utilisation of the knowledge and other outcomes from the Centre's activities is an important activity and involves close collaboration with Centre end-users in emergency service organisations, land management organisations, government departments, not-for-profits and businesses.

CENTRE VALUES

Respect – recognising and valuing the contributions of everyone through embracing diversity in gender, ethnicity and thought.

Focus – Ensuring that our activities are aligned with the Centre 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 use.

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

Trust and Collaboration – Sharing and working cooperatively in a trusting environment.

Independence – To be open, transparent and independent.

PURPOSE OF THE POSITION

The Communications Director is a key position in the Centre – as part of the Centre’s Executive Leadership Team and as leader of the Communications Team.

The Centre has complex communications requirements with both internal stakeholders and a wider reach to research institutions, government agencies, businesses, not-for-profits and communities. Working closely with the CEO, the Communications Director is responsible for leading the communications and public relations function of the Centre. This is both a management and hands on role, with the position expected to lead the implementation of the overall suite of communications activities in the Centre including providing sound advice to the Centre’s Executive Leadership Team and Board. The complex stakeholder relationships and the challenge of implementing strategies to successfully transfer research knowledge into partner organisations are key aspects of this role.

Lead the Communications team to translate and promote the Centre’s research program across a range of communications and public relations functions.

Lead the promotion of the Centre through the production of progress reports, media and marketing products and other communications and event activities.

KEY RESPONSIBILITIES

STRATEGY

Develop and implement:

- an integrated strategic communications strategy across all functions of the Centre for engagement with partners, government, and internal and external audiences.
- a media and public outreach strategy that identifies editorial and other opportunities to promote the Centre to the general and industry-specific media, both nationally and internationally.
- a sponsorship and events strategy that prioritises activities and resources over an annual calendar.
- a branding policy that distinguishes and promotes the Centre and includes the management of all elements including the logo, signage, stationery and corporate products.
- communications related policies and processes.

ADVICE

- provide advice to the Board, Executive Leadership Team and Centre staff on communication strategies across a broad range of activities.
- manage a small team of staff and external contractors across all communications functions.

OPERATIONS

- manage the development and maintenance of the Centre’s online environment, including website, social media, shared working environment, contact management system, event planning system, and other relevant online platforms.
- lead the production of targeted publications including research reports and briefing notes, newsletters, online content, media releases, speeches, social media and other communications tools to promote engagement and utilisation of research.
- lead the management of Centre events, including conferences, webinars, community outreach activities and research meetings.

- manage the coordination of progress reporting requirements to government and partners on highlights and achievements.
- lead the management and resolution of media and communications issues.
- promote a positive work health and safety culture including an environment free of bullying and harassment.

OTHER DUTIES

- other duties as reasonably requested by management.

KEY RELATIONSHIPS

INTERNAL:

- Board
- CEO and Executive Team
- Communications Team (5 staff)
- Researchers and Students
- Partners

EXTERNAL:

- Government and community contacts
- Public
- Media

SELECTION CRITERIA

EDUCATION:

- Tertiary qualification with subsequent relevant experience, or extensive executive management experience in communications/public relations.

SPECIFIC KNOWLEDGE AND EXPERIENCE REQUIRED:

- Extensive experience in leading organisational communications and public relations functions to contribute to strategic directions and achievement of organisational goals.
- Extensive experience leading science communication and strategy to translate research such that it is communicated in a useful and useable form.
- Excellent organisational, advisory, management, team and communication skills.
- Excellent interpersonal skills, including the ability to manage effective relationships with a wide range of internal and external stakeholders and influence decision making.
- Extensive experience in media management, with well-developed contacts and networks.