
COMMUNICATIONS MANAGER

Natural Hazards Research Australia is seeking a dynamic and innovative Communications Manager to join our team.

Are you a skilled communicator with a passion for storytelling and engagement? Do you thrive in dynamic environments where media relations, stakeholder collaboration, and digital presence drive impact?

Do you want to make a difference as part of an organisation that contributes to the resilience and safety of the community?

- Full-time, ongoing
- Based in Brisbane, Melbourne or Sydney
- Flexible hybrid working conditions
- Salary range \$125,000 – \$135,000, plus 11% superannuation with generous parental leave provisions
- Applications close 11:59pm AEST Tuesday 3 June 2025

Natural Hazards Research Australia (the Centre) is Australia's national centre for natural hazard resilience and disaster risk reduction. The Centre addresses the major challenges arising from natural hazards, including bushfires, floods, cyclones, heatwaves, storms and other hazards. The Centre undertakes research that promotes resilience to the impacts of natural hazards and reduces disaster risk, supporting the needs of a variety of critical stakeholders – including emergency service agencies and communities – in mitigating impacts of, responding to and recovering from disasters caused by natural hazards.

PURPOSE OF THE POSITION

The Communications Manager plays a crucial role in shaping the narrative of our Centre's research and broader communication initiatives.

You will manage a small team to support the delivery of an integrated multi-channel communications strategy. This will include sourcing, writing, editing, proofreading and distributing research content across a range of internal and external channels including media releases, publications, newsletters, websites and social media.

A key part of this role is to advise and lead media engagement, working with media contacts, partner organisations, and stakeholders to ensure effective knowledge transfer, while managing the Centre's digital presence and supporting key events.

You will provide thought leadership, innovation and creativity for the Centre's communications capability to meet the requirements of our rapidly changing digital media ecosystem.

Tertiary qualified in a relevant discipline, you will have at least ten years professional experience and skills in communications and publications.

The position will be located in one of the Centre's nodes in either Brisbane, Melbourne or Sydney, with flexible working conditions available from these locations.

SELECTION CRITERIA

Specific knowledge and/or experience required

- Highly developed written and verbal skills in communication across a range of formats.
- Extensive experience in developing print and online content for a diverse range of audiences.
- Excellent organisational, team and collaboration skills.

- Experience in science communication, preferably with an organisation in emergency management, the environment or the research sector, nationally or internationally.
- Strong proficiency in the Office 365 and Adobe Creative Suite.
- Tertiary qualifications in a communications, journalism, public relations or related field.
- At least ten years relevant work experience.

Desirable knowledge and/or experience

- Relevant skills, experience or knowledge of science communication would be highly regarded.

Desirable behaviours

- A self-starter able to work independently.
- High level of emotional intelligence for managing and leading small teams.
- Able to thrive in a remote working environment with staff and stakeholders dispersed nationally.

Natural Hazards Research Australia is an equal opportunity employer and welcomes diversity in the workplace. We encourage applications from First Nations peoples, women, culturally and linguistically diverse people, people with disability, LGBTIQ+ people, and people with family and caring responsibilities.

Application process

Applications close 11.59pm AEST Tuesday 3 June 2025.

To apply, please submit a two-page CV and one-page cover letter introducing yourself, explaining your interest in the role and addressing the key selection criteria to office@naturalhazards.com.au.

For more information contact Ainsley Burgess – ainsley.burgess@naturalhazards.com.au

Employment may be subject to the successful completion of a security screening process.

To be considered, you must have the right to work in Australia.

POSITION DESCRIPTION

ORGANISATION:

Natural Hazards Research Australia

POSITION:

Communications Manager, full time

REPORTS TO:

Communications Director

DIRECT REPORTS:

Senior Communications Officer

Communications Officer

CONTEXT

Vision - That communities will be safer, more resilient and sustainable in the face of natural hazards.

Mission - To work with partners and the community on research that is useful, actionable and supportive of better decision-making to save lives and protect communities

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 (translation and implementation) 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 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 co-operatively in a trusting environment.

Independence – to be open, transparent and independent.

PURPOSE OF THE POSITION

The Communications Manager will be responsible for the working priorities of the Communications team, guided by the Centre's Communications Strategy, to best translate and promote the Centre's research program across a range of communications, media and public relations functions.

KEY RESPONSIBILITIES

MEDIA MANAGEMENT

Build and maintain contacts in targeted and relevant media, nationally and internationally. Identify and proactively distribute stories to external media and other content makers. including social media. Identify opportunities for the growth of the Centre's media presence through monitoring of media analytics. Contribute to the development of media and communications of the Centre's key spokespeople. Contribute to the management of and resolution of media and communication issues.

STAKEHOLDER COMMUNICATION

Develop and support relevant communications contacts in partner organisations to ensure they are aware of the Centre's research priorities and activities. Guide the maintenance and development of a contact management system of stakeholders, including media and partner contacts. Manage the priorities of the Communications team in the provision of publications and materials required by stakeholders for the transfer of research knowledge.

WRITING AND EDITING

Source and write science-based content across a wide range of channels (media releases, news stories for printed publications, e-newsletters, the web, blog content, social media).

SOCIAL MEDIA

Create, source and curate content. Monitor, track and report on Centre social media.

WEBSITE AND DATABASE MAINTENANCE

Manage the Centre website through a content management system. Ensure online Centre information is up to date and functional.

EVENT SUPPORT

Support the Communications team with the running of Centre events as required, including conferences, webinars, community outreach activities and research meetings.

COMMUNICATIONS STRATEGY

Contribute to the development of the Centre's Strategic Communications Strategy. Prepare reports on the implementation of the Centre's Strategic Communications Strategy. Contribute to the preparation of Centre strategic documents including progress reports. Provide leadership and mentoring to staff within the communications team.

OTHER DUTIES

Promote a positive work health and safety culture including an environment free of bullying and harassment.
Other duties as reasonably request by management.

KEY RELATIONSHIPS

INTERNAL

Communications team

Other Natural Hazards Research Australia staff

EXTERNAL

Government and community contacts

Public

Media

Website suppliers

Researchers and students

Partners

SELECTION CRITERIA

EDUCATION

- Tertiary qualifications in communications, journalism, public relations or related field.

SPECIFIC KNOWLEDGE AND/OR EXPERIENCE REQUIRED

- At least 10 years' relevant experience.
- Highly developed written and verbal skills in science communication across a range of formats.
- Experience in developing print and online content for target audiences.
- Excellent organisational and communication skills and experience managing small teams.
- Experience in science communication, preferably with an organisation in emergency management, the environment or the research sector, nationally or internationally.
- Experience and knowledge of the media sector, nationally and internationally, with well-developed contacts and networks.
- Strong proficiency in the Microsoft Office 365 and Adobe Acrobat.