

# POSITION DESCRIPTION

## ORGANISATION:

Natural Hazards Research Australia

## POSITION:

Communications Officer, full time

## REPORTS TO:

Communications Manager

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## 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 has 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, not-for-profits and businesses.

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## CENTRE VALUES

**Respect** – to recognise and value the contributions of everyone through embracing diversity in gender, ethnicity and thought.

**Focus** – ensuring that our activities are aligned with the Centre's 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.

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## PURPOSE OF THE POSITION

This role reports to the Communications Manager and works as part of the communications team. The work is guided by the Centre's Strategic Plan to translate and promote the Centre's research program across a range of communications and public relations functions.

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## KEY RESPONSIBILITIES

### CONTENT

Collaborate with Centre staff and researchers to translate complex scientific information into accessible and engaging content for a range of different audiences including news stories.

Support the production and dissemination of printed and online research outputs.

Source, write, edit, proofread and distribute content across internal and external channels including media releases, printed publications, newsletters, websites and social media.

Coordinate the dissemination of research outputs through various channels, including social media, conferences, workshops, and webinars.

### SOCIAL MEDIA

Create, source and curate content across social media channels

Monitor, track and report on social media analytics.

### PHOTOGRAPHY, VIDEOGRAPHY, DESIGN

Assist with engaging visual content for printed, social media and web channels.

Provide photographic and/or video support at events and other activities.

### WEBSITE AND DATABASE MAINTENANCE

Contribute to website development and strategy.

Manage the Centre website through a content management system.

Ensure online Centre information is up to date and functional.

### STAKEHOLDER COMMUNICATION

Support the communications team in the provision of publications and materials required by stakeholders for the transfer of research knowledge.

Assist with maintenance and development of the contact management system of stakeholders.

### MEDIA LIAISON

Distribute stories to external and partner media and other content makers.

Build and maintain contacts in relevant media.

Monitor and track media mentions.

## EVENT SUPPORT

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

## OTHER DUTIES

Other duties as reasonably requested by management.

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## KEY RELATIONSHIPS

### **Internal:**

Communications Manager  
Communications team  
Research services team  
Centre Node Managers  
Researchers and PhD students

### **External:**

Government, agency and community partners  
Media

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## SELECTION CRITERIA

### **Specific knowledge and/or experience required:**

- Excellent written and verbal skills to assist with the development of high-quality content across a range of formats.
- Excellent organisational, team and communications skills.
- Experience in maintaining online content – text and images, web and social media.
- Collaborative by nature and enjoy working as part of a diverse team.
- Proficiency in the Microsoft Office suite and related programs.
- At least two years relevant work experience.
- Tertiary qualifications in a communications, journalism, public relations or related field.

### **Desirable:**

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