

POSITION DESCRIPTION

Communications and Media Advisor

Classification	12 month Full Time Fixed Term Contract
Location	Canberra, Level 2, 53 Blackall Street, Barton ACT 2600
Salary range	Depending on experience including 9.5 per cent Superannuation
Reports to	Corporate Affairs Director
Approved by	Chief Executive Officer
Approved date	26 November 2020

POSITION OBJECTIVES

Under the leadership of the Corporate Affairs Director, this person is responsible for developing, managing and delivering the communications strategy of the RAI which incorporates the National Awareness Campaign.

MAIN RESPONSIBILITIES AND DUTIES

In 2021, the RAI will be unveiling a significant impact project to promote the opportunities to live, work and invest in Regional Australia. As Communications and Media Advisor, this person will help to execute and implement the communication strategy of the National Awareness Campaign.

The Media and Communications Advisor will also be responsible for:

- The development and implementation of communication and media objectives which are outlined in the Campaign strategy and are designed to support all associated projects.
- Developing proactive and reactive media statements and releases and provide media and communication support for RAI spokespeople.
- Providing expert advice, support and coordination in relation to internal and external communication products.
- Managing effective relationships with a wide range of stakeholders – including media, government, industry and other relevant stakeholders.

SELECTION CRITERIA

This position is suitable for applicants with a minimum of 5 years' experience. The selection criteria includes:

1. Sound knowledge, experience and proven success in a similar role.
2. Highly developed communication (oral and written) and interpersonal skills including sound negotiation, team building, conflict resolution and presentation skills.
3. High attention to detail, including strong proof reading and fact-checking skills.
4. High-level of organisational skills within an office environment, including the ability to work effectively across multiple projects at the same time.
5. A positive approach to the workplace.
6. Applicants for the above position must be energetic and innovative individuals who show true passion for the prosperity of Regional Australia.

QUALIFICATIONS AND EXPERIENCE

1. Tertiary qualification in Marketing, Public Relations or Communications.
2. Minimum of 5 years' experience in a similar role.
3. Solid understanding of the geography and issues affecting Regional Australia.
4. Ability and proven record of working in remote teams.

INFORMATION

Applications close Monday 9 December 2020

As this is a critical position within the RAI, please consider making an appointment to discuss this role with Director Corporate Affairs, Amanda Barwick, before submitting your application.

Shortlisted applicants will be invited to submit a full CV with references.

The position is full time and is based at the RAI Office in Canberra with relocation to regional Australia a possibility.

Appointment term is 12 months, with potential to be extended.

Salary range is dependent on experience, plus superannuation.

ABOUT THE REGIONAL AUSTRALIA INSTITUTE

The Regional Australia Institute (RAI) is a think tank devoted to issues concerning regional Australia.

- We gather and analyse the best information we can find on regions and make this readily accessible to people around the country;
- We work with regional leaders around the nation to understand their challenges and help them identify opportunities for future development that they can implement; and
- We talk to governments at all levels and provide independent, evidence based advice about the options they have to make regions even greater.

The RAI is a not-for-profit organisation established as a public company limited by guarantee and we are an Approved Research Institute for tax purposes. The Institute was founded in 2012 with seed funding from the Australian Government. Our current operations depend upon a mix of Commonwealth and State government support, partnerships with a range of companies and projects working directly with regions.

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