

Austrroads

Position Description



Job Title:	Communications Officer
Job type:	Full-time permanent
Location:	Austrroads National Office, Level 9, 570 George Street, Sydney
Responsible to:	Manager Communications
Relationship to other jobs:	Liaises with Liaises with Austrroads Communication team including the Communications Manager, Program Coordinators, NEVDIS team and Austrroads Office Manager, General Manager Operations.
Date:	July 2022

Position Purpose

Assist with the development and implementation of effective communication activities for Austrroads.

Key Accountabilities, Duties and Responsibilities

1. Help to prepare documents for publication including technical and research reports, Austrroads Guides, and corporate reports.
2. Assist with the promotion of Austrroads including preparing website content, social media updates, media releases and newsletters.
3. Provide communication support to project teams.
4. Assist with the administration and delivery of the Austrroads webinar series.
5. Prepare the daily media scan for internal staff.
6. Coordinate regular meetings with internal staff to plan communication activities.

Skills and Experience

Required

1. Highly developed written and verbal communication skills, with an eye for detail and accuracy.
2. Proficient in the use of Microsoft Office applications, particularly Word and PowerPoint.
3. Comfortable using website content management systems and other online communication tools.
4. Capacity to develop and maintain efficient administration procedures.
5. Well organised with an ability to manage multiple projects, deadlines and competing priorities.
6. Exceptional interpersonal and problem-solving skills.
7. Ability to handle tasks with a high degree of confidentiality, reliability, discretion and flexibility.

Desirable

1. Tertiary qualifications in Communications, Marketing or a related discipline.
2. Experience using Adobe Creative Suite to produce publications, graphics and videos.

Note:

1. The successful applicant may occasionally be required to work outside normal working hours and travel interstate.
2. The successful applicant will be required to undergo relevant security and criminal records checks.

Recommended Reading:

1. Austroads Strategic Plan 2020-2024
2. Austroads Annual Report 2020-21
3. Austroads website.

Attachment A: Organisational Context

Austrroads is the Australasian association of road transport and traffic agencies.

Austrroads' purpose is to improve Australian and New Zealand transport outcomes by:

- Providing expert technical input to national road and transport policy development.
- Overseeing research to ensure best practice, innovation, safety, productivity and efficiency measures can be appropriately applied across road networks.
- Improving the practices and capability of road agencies.
- Promoting operational consistency by road agencies.

Austrroads members are collectively responsible for the management of over 900,000 kilometres of roads valued at more than \$200 billion representing the single largest community asset in Australia and New Zealand. Each year in excess of \$18 billion is spent on roads across Australia and New Zealand.

Austrroads' membership comprises the six Australian state and two territory road transport and traffic agencies, the Commonwealth Department of Infrastructure, Transport, Regional Development and Communications, the Australian Local Government Association and Waka Kotahi (the New Zealand Transport Agency).

It is a company limited by guarantee – Austrroads Ltd – and is owned by the members. It is governed by a Board consisting of the Chief Executive (or an alternative senior executive officer) of each of its eleven-member organisations.

The Board meets four times a year. The Chief Executive is also the company secretary and the public officer for Austrroads Ltd.

Austrroads does the following:

- Conducts and contracts research which helps road agencies address current and emerging issues.
- Publishes Guides to promote a nationally consistent approach to the design, maintenance and operation of road networks.
- Facilitates the sharing of knowledge by widely disseminating research outputs, conducting seminars, and promoting the use of Austrroads work.
- Conducts business activities (NEVDIS and TCA Ltd) on behalf of Australasian road agencies.
- Fosters international collaboration by engaging with and supporting international road organisations.

Austrroads also undertakes work on behalf of the Infrastructure and Transport Senior Officials Committee (ITSOC) and the Infrastructure and Transport Ministers Meeting (ITMM).