

## POSITION DESCRIPTION

### POSITION IDENTIFICATION

<b>Faculty:</b>	<b>Natural and Agricultural Sciences</b>
<b>School/Admin Dept:</b>	
<b>Centre:</b>	<b>Future Farm Industries CRC</b>
<b>Section:</b>	
<b>Position Number:</b>	<b>304786</b>
<b>Position Title:</b>	<b>Communications Officer</b>
<b>Position Classification:</b>	<b>Level 6</b>
<b>Supervisor Title:</b>	<b>Communications Manager</b>
<b>Supervisor Position Number:</b>	<b>306743</b>

**PREREQUISITES: (Minimum requirements fundamental and indispensable to the duties, e.g. Certificate of Secondary Education).**

Degree in communications (or equivalent) or three years relevant experience
Considerable graphic design and publicity experience preferably in a corporate communications environment.
Strong IT skills and a working knowledge in using software programs such as Adobe Indesign, Adobe Photoshop, Microsoft Word 07, Microsoft PowerPoint 07, Microsoft Excel 07 and Web management software.

**SELECTION CRITERIA: (Including additional qualifications, training, abilities, knowledge, personal attributes, skills and/or experience that would make highly effective performance of the job more probable)**

Highly developed written and verbal communication skills.
Highly developed organisational skills and ability to set priorities and meet deadlines.
Understanding effective communication principles, public relations and the media.
Ability to show initiative, and work productively as part of a team.
Ability to use computer programs relevant to communications, graphic design and publicity.
Understanding of communication functions, publishing, printing and new website technologies.

Positions directly supervised: 0

Number of positions for which responsible: 0

### POSITION APPROVALS

Signature \_\_\_\_\_  
(Supervisor)

Signature \_\_\_\_\_  
(Head of School/Admin Department)

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**When the above signatures have been obtained email this document as a RTF attachment to the Classifications Officer, Human Resources for assessment.**

THE UNIVERSITY OF WESTERN AUSTRALIA

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**ROLE STATEMENT**

As the appointee you will, under limited direction, promote the Cooperative Research Centre (CRC), provide communications, graphic design and administrative support to the Centre and in conjunction with senior staff, implement the CRC's communication strategy.

**KEY RESPONSIBILITIES**

Participate as a member of the CRC Headquarters Team under the general direction of the Communication Manager.

Coordinate and maintain the administrative aspects of CRC's Communications Branch.

Manage supply contracts and liaise with graphic designers, printers and photographers.

Liaise with CRC Participants and stakeholders to facilitate the effective communication and promotion of CRC activities

Maintain the CRC's mailing database and email distribution lists for corporate communications

Prepare media releases, media articles, editorials, promotional publications and advertisements as required.

Edit and produce the CRC's monthly eNews internal newsletter.

Under the direction of the Communications Manager, maintain the CRC's website.

Provide guidance to CRC staff and participants on the correct application of the CRC's branding and style guide.

Design and layout a wide range of publications, documents and communications, using appropriate graphic design software.

Assist in editing and proofing CRC publications.

Other duties as directed.