



Title	Communications Officer
Reports to	State Manager NSW
Department	NSW Chapter
Employment type	Fixed term contract
Location	Tusculum

ABOUT THE INSTITUTE

The Royal Australian Institute of Architects Ltd is the peak body for the architectural profession in Australia, representing more than 11,000 members. The Institute works to improve our built environment by promoting quality, responsible and sustainable design.

POSITION PURPOSE

The Communications Officer is an integral part of the NSW Chapter team, responsible for performing duties associated with the promotion of membership, partnerships, the Chapter program and of the Institute itself.

ACCOUNTABILITIES

In accordance with Institute policies, procedure and guidelines and working in association with relevant staff, the Communications Officer will be accountable for:

- Producing and publishing content across all NSW Chapter digital channels, including e-newsletters, websites and social media
- Developing the Chapter's social media presence
- Providing communications support for all NSW Chapter activities
- Implementing media engagement strategies
- Being staff liaison for up to three Chapter Committees/taskforces
- Providing miscellaneous support as required for delivering the Chapter's programs

QUALIFICATIONS AND EXPERIENCE

The Communications Officer should have the following:

- Tertiary qualifications in communications, journalism, or public relations and minimum three years of relevant experience

- Excellent written and visual communication skills and a nuanced understanding of audience and channels
- Demonstrated ability to work autonomously and flexibly as part of a multi-disciplinary team
- Highly developed organisation skills with a demonstrated ability to manage competing priorities
- Proficiency in Adobe Creative Suite

KNOWLEDGE AND SKILLS

It is preferable that this person has:

- Experience in and/or understanding of membership organisations
- Strong appreciation of, and commitment to the vision, values and goals of the Institute
- Demonstrated commitment to quality customer service and a continuous improvement culture
- Competence with Word, Excel and Outlook

KEY RELATIONSHIPS

- NSW Chapter staff
- National Media and Communications team
- Other Institute staff both in Melbourne and nationally
- Members of the Institute
- Customers – personal, telephone, website and email
- General public
- Suppliers and contractors

EMPLOYEE RESPONSIBILITIES

All employees are required to:

- Adhere to Institute's values and code of conduct.
- Fully understand the requirements of their role and follow procedures and work instructions as relevant to their department.
- Gain knowledge of and comply with policies, procedures and instructions pertaining to:
 - Work Health Safety & Environment (WHS &E);
 - Human Resources (HR)
 - Finance and

- Computing Security and Usage
- Understand emergency procedures, location of evacuation points and take all reasonable steps to ensure a safe environment.
- Take reasonable care for their personal health and safety as well as that of other people who may be affected by their conduct in the workplace.
- Participate in annual performance development and review and any relevant training as required for their position.
- Participate in audits and corrective action as required.

All employees with management / supervisory responsibilities are required to:

- Provide adequate instruction, information, supervision and training for all direct reports to perform their work in a safe manner.