Candidate Information Pack

# Communications Advisers

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| Type of vacancy and duration | Multiple positionsOngoing, Non-ongoing (Temporary), Full-time, Part-time |
| Classification  | APS 6 |
| Salary | Total remuneration of up to $108,703 ($85,541 to $94,197 plus 15.4% superannuation) |
| Location | Sydney |
| Contact officer for information | Zoe Allebone, Director, Strategic Communications, 02 9284 9789  |
| Email applications to | jobs@oaic.gov.au |
| Closing date for applications | Sunday 11:59pm, 14 November 2021 |

## About the OAIC

The Office of the Australian Information Commission (OAIC) is an independent Commonwealth statutory agency within the Attorney-General’s portfolio. The OAIC integrates three key functions:

* privacy functions conferred by the *Privacy Act 1988* and other laws
* freedom of information functions, in particular oversight of the operation of the *Freedom of Information Act 1982* (the FOI Act) and review of decisions made by agencies and ministers under the FOI Act
* government information policy functions conferred on the Australian Information Commissioner under the *Australian Information Commissioner Act 2010*.

These three functions give the OAIC a unique perspective that comes from integrating the protection of personal information under the Privacy Act with the broader public interest in the free flow of information and with an individual’s right to access government information under the FOI Act.

## Communications Adviser, Corporate Branch

Working with the OAIC as part of a small and collaborative Strategic Communications team, you will play a key role in developing and delivering a broad range of communications and engagement initiatives.

You will be an experienced and highly motivated professional with outstanding writing, content creation and project management skills who enjoys collaborating with others to achieve results.

We welcome applications from talented communications professionals with experience in the following areas:

* Education and awareness campaigns and programs
* Digital communications including social media and e-newsletters
* Writing and editing corporate publications such as corporate plans, annual reports and other stakeholder communications
* Internal communications
* Media and issues management
* Stakeholder engagement and events.

## Assignment of duties

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| Title | Communications Adviser |
| Reports to | Director / Assistant Director, Strategic Communications  |

## The role

We are looking for highly motivated individuals at the APS 6 level who enjoy working both independently and as part of a team.

Communications advisers are part of the Strategic Communications function which manages external and internal communications and the OAIC website and intranet.

The Strategic Communications team is responsible for a range of activities including:

* Delivering communications strategy, advice and support across privacy and information access issues and initiatives
* Leading major awareness campaigns such as Privacy Awareness Week and International Access to Information Day
* Leading delivery of corporate publications such as the corporate plan, annual reports and Notifiable Data Breaches reports
* Managing the OAIC’s digital channels including social media and newsletters, and developing website and intranet content
* Managing events and speaking engagements by the OAIC Executive and staff, including developing speeches and presentation materials
* Monitoring and managing media, stakeholder and other emerging issues
* Internal communications, including all-staff events, newsletters, emails and other materials to support OAIC strategy, capability development, risk management, governance and change
* Coordinating the design, development and implementation of the OAIC brand and editorial style guide
* Leading delivery of OAIC research, such as the Australian Community Attitudes to Privacy Survey
* Delivering education programs, including organising face-to-face and online training and supporting development and promotion of e-learning programs
* Building strong working relationships and developing joint communications initiatives with domestic and international regulators.

## Main responsibilities

Communications advisers work across a range of tasks and issues with responsibility for particular channels, issues and projects. Responsibilities may include:

1. Developing strategic communications and engagement plans to support OAIC campaigns, projects and regulatory activity, and reporting on activity and achievement of key performance indicators
2. Creating external communications and public education materials including website and social media content, news stories, videos, speeches and other materials
3. Translating complex legal and technical material into engaging content to meet the needs of a range of stakeholder audiences and comply with accessibility requirements
4. Creating internal communications plans and materials to support change management and increase staff capability in collaboration with relevant business units across the agency
5. Project managing and developing content for corporate publications such as the annual report and corporate plan
6. Preparing briefing material and reports for OAIC Executive, government and stakeholders
7. Coordinating and promoting stakeholder networks including managing subscribers and EDMs
8. Advising on writing and editing style and maintaining OAIC style guide and templates
9. Event planning, management and promotion; supporting delivery of agency and partner events; webinar and live event production
10. Managing procurement and contracts with external service providers and ensuring compliance.
11. Developing productive and collaborative internal and external stakeholder relationships
12. Other communications and related duties, as directed

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Office policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the Office may re-assign the duties of an employee from time to time.

## Position location

This position is based in Sydney, however we encourage and consider applications from eligible members of the community who may be based interstate.

## Remuneration and benefits

Total remuneration package will include up to $108,703 ($85,541 to $94,197 plus 15.4% superannuation) dependent on your experience, skills and abilities.

The OAIC is committed to enabling its people to perform at their best and offers the following benefits:

* Opportunity to work at the cutting edge of privacy and data protection, paving the way for future career opportunities.
* Access to ongoing professional development, with a capability framework to guide skill enhancement.
* Genuine flexibility to help achieve a balance between work and home life.
* Additional paid leave over the Christmas to New Year period as well as access to other leave (e.g. for study or moving).
* Contribution to your wellbeing through subsidies for eye health, flu vaccinations and a wellbeing allowance.

Terms and conditions of employment are set out in [OAIC’s Enterprise Agreement 2016 to 2019](https://www.oaic.gov.au/about-us/our-corporate-information/key-documents/oaic-enterprise-agreement-20162019/). Remuneration is detailed in the [Commissioner’s 2019 Determination](https://www.oaic.gov.au/about-us/our-corporate-information/key-documents/public-service-office-of-the-australian-information-commissioner-non-ses-employees-determination-2019/), with salary progression based on annual assessments of performance and contribution.

## Eligibility

* Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
* There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
* For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the Negative Vetting Level 1 background.

## Selection criteria

In addition to meeting the eligibility criteria set out above, applicants will need to have:

* Outstanding writing and editing skills
* Tertiary qualifications or relevant experience in media, marketing or communications
* A sound understanding of communications channels, including media, digital and social
* Ability to work to tight deadlines and manage multiple projects
* Excellent attention to detail
* Analytical skills including ability to interpret data

*Highly desirable criteria*

* Working with regulatory, legal, policy or other technical content
* Experience on EDM platforms
* Basic image editing and html skills

For more information on the general selection criteria see [www.apsc.gov.au/integrated-leadership-system-ils-aps-6-profile](http://www.apsc.gov.au/integrated-leadership-system-ils-aps-6-profile)

## How to apply

Please complete the attached application sheet as part of your application.

You are asked to provide a covering letter of up to two pages explaining your interest and the skills and experience you will bring to the organisation and the position, having regard to the eligibility requirements, selection criteria and main responsibilities.

All items should be sent as one document, including your full resume, to: jobs@oaic.gov.au

For more information: visit <https://www.oaic.gov.au/about-us/join-our-team/>

If you are shortlisted, you will be contacted to arrange an interview. If you are not shortlisted, you will be informed by email. We are not usually able to provide feedback to candidates that are not shortlisted.

## Application sheet

Please complete this form to apply for a position with the Office of the Australian Information Commissioner.

Any personal information you provide is protected by the *Privacy Act 1988* and will be used for recruitment purposes only. You can view our [human resources privacy policy](https://www.oaic.gov.au/about-us/our-corporate-information/key-documents/human-resources-privacy-policy/) on our website.

### Vacancy details

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| Position  |
| Communications Adviser, APS 6 |

### Personal details

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| --- | --- |
| Title |  |
| Given name |  |
| Surname |  |
| Preferred name |  |

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| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Suburb |  |
| State |  |
| Postcode  |  |

### APS employment

If you are currently employed in the Australian Public Service (APS), please provide the following information:

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| APS employer | Response |
| Australian Government Service Number (AGS) |  |
| APS Classification |  |
| Employment status (ongoing or non-ongoing) |  |

### Eligibility

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| Requirement  | Response |
| Are you an Australian citizen? |  |
| Have you received a redundancy benefit, severance payment or similar benefit from an APS Agency or a non-APS Commonwealth employer within the last 12 months? |  |

### Accessibility adjustment of selection process

At times we may need to conduct a range of selection processes for example, preparing written work samples as well as an interview. Some assessment activities may be timed and/or could include reading from a computer screen or paper.

We understand that you may not wish to share information about your disability at this time, however the responses you provide will help us in making the selection process inclusive and give you the opportunity to request any necessary adjustments.

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| Adjustment  | Response |
| Are there any adjustments that you may require to the selection process? |  |
| If you do require adjustments to the selection process, please tell us what type of adjustments you require. |  |

### Submitting your application

When you are ready to submit your application, please send the following document (as one document) by email to jobs@oaic.gov.au:

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| --- | --- |
| I have included as one document | ✓ |
| Completed job application form |  |
| A covering letter of up to two pages explaining my interest, motivation and fit for the role, including the skills and experience I will bring to the organisation and the position(s) |  |
| My full resume |  |