

Health Services Union NSW/ACT/QLD

Junior Communications Officer

About us:

The Health Services Union NSW/ACT/QLD is a growing 43,000-member strong union that aims to use its collective power to build a fair and just society through improving conditions for our members in the health and aged care industry. The organisation's annual turnover is approximately \$24m, with an employee base of approximately 120 staff.

The Health Services Union offers a collaborative environment which focuses on teamwork, empowerment, innovation, integrity, and accountability.

About the role:

This role will be crucial in the creation of HSU written materials across a range of mediums through writing, developing, and distributing newsletters, flyers, and other correspondence. This role plays a critical role in content creation, often visiting worksites and meeting with organisers and delegates to capture photos and videos, seeking to effectively communicate with HSU members, delegates and staff.

A process improvement mindset will see you flourish in the role, as will strong research and development skills and your ability to provide strategic advice to achieve HSU objectives in the social and digital spaces.

Responsibilities / Accountabilities:

- Write and distribute newsletters for worksites updating members on the day to day communications.
- Contribution to the development and design of creative content for the HSU's social media channels and website.
- Collaborate with organisers and divisional managers to develop content including photography and copy for HSU publications and the Unified Magazine.
- Ensure all publications produced by HSU are to the highest standards and effectively and appropriately communicate with the HSU community.
- Develop and maintain content for the HSU website.
- Knowledgeable about emerging trends in communications and media.

Skills and experience required:

- Tertiary qualifications in Marketing, Communications, Visual Design, communications; or equivalent industry experience
- We're looking for a motivated team player with excellent written and verbal communication skills
- High-level proficiency in software such as Adobe Suite and Microsoft Office suite (Excel, PowerPoint, Word)
- Extensive experience with social media platforms, including Facebook, Instagram, , Twitter, YouTube
- Excellent understanding of the digital landscape, including analytics and reporting
- Experience working in a high volume, high pressure environment supported by excellent problem-solving and organisational skills
- Demonstrated ability to project manage and prioritise

- Demonstrated experience and sound knowledge of web (WordPress) and Press/Digital print production processes.
- Confident in photo and video content creation and development.

This is a full-time permanent position. Standard office hours are Monday - Friday 8:30am - 5:00pm. However due to the nature of this role ability to work outside of core business hours on urgent deadlines will be required. This position is based at the *HSU* office in CBD Sydney.

Remuneration will be subject to experience, skills and attributes. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

For further details, please see position description.

In the first instance general enquiries should be directed to Jodi Fisher on 1300 478 679 or via hr@hsu.asn.au If interested, please forward your Resume and cover letter to hr@hsu.asn.au

Applications close: COB 26 August 2020.

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.

The health and wellbeing of our employees is our top priority. We have developed a COVID-19 Policy to ensure our people are confident, safe and healthy whether they're working in our office or from home. The COVID-19 Policy is updated regularly taking into account the latest expert medical advice and guidelines. Whilst this role is based in Sydney CBD, you will be required to work flexibly from the office and/or home as necessary.

Only short-listed candidates will be contacted in relation to their application.

The Health Services Union are inviting direct applications only. HSU will not accept CV's from recruitment agencies for this advertisement.