



Senior Communications Adviser POSITION DESCRIPTION

Aboriginal or Torres Strait Islander people are strongly encouraged to apply for this role.

Position Title	Senior Communications Adviser
Reports To	Head of Communications
Direct Reports	Digital Adviser Media and Communications Adviser Social Media Adviser
Salary & Term	<ul style="list-style-type: none"> Ongoing, subject to continued funding Salary of \$98,000 - \$120,000 per annum (full-time equivalent) plus superannuation, based on experience and expertise of the occupant.
Overview	<ul style="list-style-type: none"> The First Peoples' Assembly of Victoria (the Assembly) is the voice of Aboriginal people in Victoria in the next stage of the Treaty process. It is made up of Victorian Traditional Owners, elected by Aboriginal Communities, for Aboriginal Communities, to advance their rights, interests and benefits. The Assembly works with the State to establish Treaty processes that recognise the sovereignty of the First Peoples of Victoria, support self-determination, and realise human rights, to make Victoria stronger for everyone. Reporting to the Head of Communications and leading a small team, the Senior Communications Adviser is responsible for the creation and the implementation of the media and social media strategy to support the engagement of Community Members. In addition, this role will be responsible for the development of both internal publications for Assembly members and external communication to the broader Aboriginal Community and general public.
Key Duties	<ul style="list-style-type: none"> Create, maintain, and implement a media program that promotes Treaty and the work of the Assembly across metropolitan Melbourne and regional Victoria. Planning, managing and driving a team to deliver a media and social media program with respect to complex Community engagement. The provision of strategic advice and guidance around communication Working to challenging deadlines A collaborative and respectful approach



	<ul style="list-style-type: none"> • Strong influencing skills • Conceptual thinking • The ability to synthesise complex information and communicate it simply and effectively • Being a creative problem solver.
Skills and experience required	<ul style="list-style-type: none"> • Proven leadership skills • Leading to the development of the media and social media support • Driving the development and implementation of a media and social media program • The provision of advice and guidance around communication best practice • Demonstrated experience developing social media content and campaigns, and maintaining social media channels • Managing the creation and delivery multi-media content such as audio and/or video • Working to challenging deadlines • Strong influencing skills • Conceptual thinking • The ability to synthesise complex information and communicate it simply and effectively • Being a creative problem solver
Key Selection Criteria	<ol style="list-style-type: none"> 1. Demonstrated capacity for success in a complex and contested environment. Willing and able to take responsibility for the planning, management, and ongoing delivery of communication deliverables. Able to promote resilience and perseverance across the Assembly and maintain focus on the primary goal of achieving Treaties in a way that best furthers the achievement of the rights of Aboriginal Victorians. 2. Demonstrated capacity for success in a complex and contested environment. Willing and able to take responsibility for the planning, management and ongoing delivery of communication deliverables. Able to promote resilience and perseverance across the Assembly and maintain focus on the primary goal of achieving Treaties in a way that best furthers the achievement of the rights of Aboriginal Victorians. 3. Demonstrated capacity for achieving results. Willing and able to collect and share ideas and information, collaborate with others within the Assembly including the board, members, staff and other leaders in Victoria who play a critical role in achieving Treaties. Able to engender commitment and help others to develop.
Technical Skills	<ul style="list-style-type: none"> • MS Office proficiency