



## Media and Communications Adviser POSITION DESCRIPTION

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

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| <b>Position Title</b>    | Media and Communications Adviser  |
| <b>Reports To</b>        | Senior Communications Adviser   |
| <b>Direct Reports</b>    | Nil   |
| <b>Salary &amp; Term</b> | <ul style="list-style-type: none"><li>• Ongoing, subject to continued funding</li><li>• Salary of \$85,000 - \$97,000 per annum (full-time equivalent) plus superannuation, based on experience and expertise of the occupant.</li></ul>  |
| <b>Overview</b>          | <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• Reporting to the Senior Communications Adviser, this role is responsible for promoting the Treaty process and the work of the Assembly in Victoria through traditional media.</li></ul> |
| <b>Key Duties</b>        | <ul style="list-style-type: none"><li>• Create, maintain, and implement a media program that promotes Treaty and the work of the Assembly across metropolitan Melbourne and regional Victoria.</li><li>• Development of internal and external communications products including speeches, media releases and opinion editorials.</li><li>• Provide strategic media advice to Assembly members, including media interview preparation.</li><li>• Provide written and verbal communication advice to the Senior Communications Adviser and the Head of Communications.</li></ul>  |



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| <b>Skills and experience required</b> | <ul style="list-style-type: none"> <li>• Planning, managing, and driving the delivery of a media program</li> <li>• Strategic advice and guidance around media and communications</li> <li>• Experience monitoring media and identifying media opportunities</li> <li>• Strong writing skills</li> <li>• Synthesise and communicate complex information simply and effectively</li> <li>• Proven ability to self-start and self-manage</li> <li>• Ability to work flexibly and to challenging deadlines</li> <li>• Knowledge of Aboriginal communities in Victoria</li> <li>• A collaborative and respectful approach</li> <li>• Strong influencing skills</li> <li>• A creative problem solver</li> </ul>  |
| <b>Key Selection Criteria</b>         | <ol style="list-style-type: none"> <li>1. <b>Demonstrated capacity for success in a complex and contested environment.</b><br/>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.</li> <li>2. <b>Demonstrated capacity for achieving results through others</b><br/>Willing and able to collect and share ideas and information, collaborate with others within the Assembly including the Board, Members, and other teams such as Policy and Engagement.</li> <li>3. <b>Willing and able to be a self-starter and manage own development, gain new knowledge and skills.</b><br/>Willing and able to be a self-starter and manage own development, gain new knowledge and skills, and act with flexibility and perseverance in the face of adversity without sacrificing their own well-being or that of others in the organisation.</li> <li>4. <b>Demonstrated capacity to achieve the highest standards of integrity</b><br/>Willing and able to behave in a way that supports the achievement of the Assembly values and builds the reputation of the Assembly. Willing and able to support the leadership of an organisation that is Aboriginal controlled and representative of Victorian Aboriginal communities.</li> </ol> |
| <b>Technical Skills</b>               | <ul style="list-style-type: none"> <li>• MS Office proficiency</li> </ul>   |