



**Federation of  
Victorian Traditional  
Owner Corporations**

## **FEDERATION OF VICTORIAN TRADITIONAL OWNER CORPORATIONS**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Senior Communications Advisor
<b>Location:</b>	12-14 Leveson St North Melbourne, Victoria
<b>Position objective:</b>	Provide advice on and lead the implementation of the Federation's communications to best position and profile the work of the Federation to support outcomes for Victorian Traditional Owners in accordance with the principles of self-determination.
<b>Background:</b>	<p>The Federation is the Victorian state-wide body that convenes and advocates for the rights and interests of Traditional Owners while progressing wider social, economic, environmental, and cultural objectives. We support the progress of agreement-making and participation in decision-making to enhance the authority of Traditional Owner Corporations on behalf of their communities.</p> <p>Our vision is that Traditional Owners are strong on Country, leading the social, political, economic, and cultural landscape delivered through our purpose which is to facilitate and amplify Traditional Owner voices to self-determine their futures and to build on and strengthen collective interests and opportunities. We work through our values of <b>Community, Culture, Country &amp; Collaboration</b> to embed recognition, empower self-determination and enable capacity.</p>
<b>Reports to:</b>	Operations Manager
<b>Employment Type:</b>	This is a full time, fixed term position for two years.
<b>Classification range:</b>	Level 3.1 – Level 3.4 (\$93,665 - \$103,031). Salary Sacrifice options are available to Federation staff.

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### **Key Duties**

- Provide high level advice to senior management for the delivery of communications that support the goals and values of the Federation and Victorian Traditional Owners and enables the Federation, its members and the broader sector to 'tell its story'.
- In relation to communications, engagement and policy advocacy across a wide variety of matters, provide advice and support to managers to help manage risks and to capitalise on opportunities, in both proactive and reactive contexts, including through monitoring of the news media.

- Advise on and implement key strategic objectives outlined in the Federation's communications and engagement strategy.
- Maintain a proactive and impactful output across all platforms through development of engaging and unique communications, including web, social media and traditional media.
- Support Federation colleagues to implement communications plans for particular programs and events and to identify relevant media opportunities and undertake the coordination, preparation, writing and reviewing key communications documents, materials and collateral for media, communications, and engagement.
- With Federation colleagues, support Traditional Owner Corporations to develop relevant opportunities for engagement, communications and advocacy.
- Coordinate the production of the annual reports of both First Nations and Federation
- Coordinate and assist staff to ensure the websites are maintained for both First Nations and Federation.

### Key Competencies

- Technical expertise in one or more of the following areas: communications, media, public relations, government relations or journalism.
- Demonstrated experience in one or more areas of media, journalism, communications, or public or government relations.
- High level understanding and use of standard office software including email, Microsoft Word and Excel. Experience with various social media platforms – Facebook, Instagram, Twitter, LinkedIn. Web design basics.
- Highly organised with the ability to work on multiple tasks and manage competing priorities.
- Copy writing and editing
- Excellent written and verbal communication skills
- Current Victorian Drivers licence.

### Highly Desirable Competencies

- Ability to research, write and edit speeches, media releases, briefing papers.
- Knowledge and understanding of the political, social and economic issues affecting Aboriginal Victorians and the ability to work collaboratively with Aboriginal people.
- Knowledge and understanding of government and media resources and stakeholders.