

COMMUNICATIONS COORDINATOR (IDENTIFIED ROLE)

DEPARTMENT/UNIT	Office of the Deputy Vice-Chancellor (Research and Enterprise)
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Research and Enterprise)
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something ground-breaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The Deputy Vice-Chancellor (Research and Enterprise) and Senior Vice-President (DVC Research and Enterprise) is responsible for the development, implementation and continuous improvement of the University's research and enterprise vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan.

Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVC Research and Enterprise further advances the University's research performance, diversifies research funding, drives enterprise innovation and commercialisation, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research and industry partners.

Monash University's Strategic Plan has a vision to expand the number and scope of major, challenge-driven and impact-focused research programs and industry partnerships that address the challenges of the age, such as climate change, geopolitical insecurity and fostering thriving communities. Achieving impact on these challenges requires research programs underpinned by a transdisciplinary approach, large multi-disciplinary teams, and alliances with partners across multiple sectors. The challenges of our age are not limited to Australia, and Monash seeks to further internationalise and support and enable the translation of research and talent to address major challenges and have impact across populations and regions.

To this end, Monash is investing in building internal research capability, coordination, and strengthening local and international partnerships to deliver on this goal. Monash will pioneer mission-led research programs within and across our research faculties and institutes with the support of our research platforms and industry, government or community partners.

The DVC Research & Enterprise also ensures that Monash is an active part of a vibrant entrepreneurial ecosystem in Victoria, across Australia and internationally, and ensures that Monash is a truly enterprising university, both in what it does and how it does it.

Further information about the University's organisational governance and structure is available at: monash.edu/about/structure

Only Indigenous Australians are eligible to apply, as this position is exempt under the Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).

POSITION PURPOSE

The Communications Coordinator provides a range of professional and high-quality administrative services to support the effective operation of the Office of the Deputy Vice-Chancellor (Research and Enterprise).

Working with the Senior Manager Communications, the Communications Coordinator will support the development and delivery of communications plans related to research and enterprise at Monash. This includes preparation of content including news stories, videos, presentations, web content, social posts, speeches and reports, and the coordination and delivery of communications across a range of channels, including web, social media and internal platforms, ensuring alignment with University brand and communication standards. This role will be required to work in a busy and dynamic team across the engagement activities of the Research and Enterprise portfolio.

The Communications and Events Coordinator provides administrative support for projects and programs, with a focus on excellence in process and judgment and the provision of sound and timely advice and support to all key stakeholders.

This role will be required to work in a busy and dynamic team across the engagement activities of the Research and Enterprise portfolio.

Reporting Line: The position reports to the Senior Manager, Communications under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Support the portfolio communications program of work in line with the broader portfolio plan and Impact 2030, including delivering communications and content in line with the research and enterprise agenda
2. In consultation with the Senior Manager Communications support the preparation of communications and presentations for the DVCRE Executive team and in particular the Deputy Vice-Chancellor (Research and Enterprise)
3. Develop communications plans across a range of channels, including key content (eg stories, video scripts, social media posts) and coordinate delivery across key channels
4. Assist with the promotion of a range of events, campaigns and projects for the portfolio
5. Maintain excellent working relationships with a range of internal and external stakeholders to assist the smooth delivery of projects, communications and events
6. Contribute to and initiate continuous improvement of activities, processes and procedures
7. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field with subsequent relevant experience; or
 - experience in professional communications, or extensive experience and specialist expertise in research, universities or marketing,
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Well-developed communication skills, particularly written communication skills, including the ability to draft marketing-related documents, web copy and media releases to maintain a high level of attention to detail
3. Demonstrated understanding of a range of communications channels, including social media and web
4. Excellent administration and organisational skills and a demonstrated ability to set priorities, manage time and plan work to meet deadlines, and work with established processes and systems
5. A strong commitment to excellence in customer service and a hands-on approach to service provision and the ability to interact with a diverse range of clients and respond positively when resolving issues
6. Ability to work as an effective member of a team as well as the ability to exercise independence and judgement where required
7. Ability to develop and maintain constructive relationships across a diverse range of colleagues and external stakeholders
8. Highly developed computer literacy, including experience using business software such as Google Suite and the ability to learn and readily use new software packages.

OTHER JOB RELATED INFORMATION

- Only Indigenous Australians are eligible to apply as this position is exempt under the Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic)
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.