



Selection documentation



Position title/ No:	Employee Communications Advisor/ 30788
Classification:	APS Level 5
Location:	Canberra
Division/Section:	Internal Client Services / Communications & Stakeholder Engagement
Reports to:	Assistant Director Employee Communications
Employment status:	Ongoing / Non-ongoing (temporary) *
Hours:	Full time - 37.5 hours per week
Security clearance:	Baseline vetting
Salary:	\$76,251 - \$82,352 p.a. plus 15.4% super
Closing date:	Sunday 6 December 2020
Contact for questions:	Romany Rzechowicz – PH: (02) 6270 3461

AFSA actively promotes flexibility with working options in this role to support your family commitments and personal interests

*This recruitment process is being used to fill a current ongoing position in our Canberra office. A merit pool of suitable candidates may be established as a result of this process to assist AFSA to fill similar ongoing and non-ongoing positions that may become available over the next 12 months. Non-ongoing positions may be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Should a non-ongoing position become ongoing or should an ongoing position become available, the merit pool established by this process may be used to determine a suitable candidate(s).

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have, or be willing to undergo a security clearance to the level Baseline vetting as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check. Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

About the area

The **Internal Client Services Division** is responsible for delivering a range of business and enabling services that support the Australian Financial Security Authority purpose through partnering with business divisions that regulate Australia's personal insolvency and personal property securities programs. The **Employee Communications** team works with AFSA leadership and business lines to support AFSA's strategic vision through planning and delivery of strategic communication activities across all AFSA sites around Australia.

Purpose of the position

Reporting to the Assistant Director Employee Communications, the Employee Communication Adviser uses specialist knowledge and skills to manage AFSA's internal digital communication channels: as a geographically-dispersed organisation, these channels are pivotal to supporting and connecting our employees across the country.

Key Accountabilities

- Manage the AFSA intranet, including information architecture, user experience, content governance, development and maintenance. Support and educate business line content developers as needed.
- Prepare and publish regular employee newsletters and senior executive communiques, including Insights@AFSA.
- Develop and maintain an internal digital channels editorial calendar in alignment with the Employee Communication Strategy, employee communication plans and strategic initiatives
- Evaluate the effectiveness of internal digital channels by conducting research as needed and contributing to regular team reports.
- Contribute to Employee Communication team outcomes by providing support as needed, including supporting events, developing and implementing employee communication plans, and writing, editing, designing and distributing content.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Skills and Capabilities

Operates efficiently

Prioritises workload to achieve outcomes. Takes a flexible approach to planning in order to meet changing circumstances and considers the impact on others.

Communicates clearly in plain English, tailoring written and verbal messages to the audience

Demonstrates an ability to convey a message succinctly and with effect, regardless of medium (written, verbal and digital). Understands and appeals to the target audience through use of plain English while avoiding jargon.

Builds productive relationships

Acts with honesty, integrity and respect in dealings with others. Has the ability to understand others' perspectives, respectfully deal with conflict, manage boundaries and appreciate others' strengths and skills. Works effectively with stakeholders to achieve positive outcomes.

ICT online content

Demonstrates and applies specialist knowledge to ensure content governance of AFSA's intranet is maintained through the development, implementation, promotion and maintenance of processes, procedures and standards for publishing.

Monitoring and reporting

Collects, collates, monitors and analyses digital channel activities against objectives and produces standard and ad hoc reports for use by the Employee Communications team and divisional leadership.

Publishing and communications

Assists with implementing communication plans and initiatives, including developing templates, writing, editing and distributing internal communication materials in accordance with established quality, governance and editorial standards.

Qualifications, accreditations and experience

- Tertiary qualification or demonstrated equivalent experience in communication, editing or similar would be desirable.
- Knowledge of graphic design and digital photography desirable.
- Experience with the Adobe Creative Cloud suite or other professional tools, web applications and content management systems desirable.

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Application details

The application is the tool that the selection committee will use to shortlist applicants.

Your application must include:

1. A completed Position Application Form (available on the AFSA [website](#))
2. A current Resume/ CV including contact details for at least two recent referees
3. A one page pitch, that considers the key responsibilities and essential capabilities of the position and states the following:
 - Why you are interested in the position
 - How your skills and experience make you the best person for the position
 - What value you can add to AFSA and the Internal Client Services Division.
4. State the position title and location in the subject line and email: recruitment@afsa.gov.au

Applications must be submitted no later than Sunday 6 December 2020.

A selection decision may be made on the basis of your application only. A telephone interview may be conducted in the first instance. Candidates may also be required to undergo psychometric and/or work sample testing as part of this selection process.

All pre-employment checks will be conducted via an external party (Equifax). For further information on Equifax's privacy policy please refer to: <https://www.equifax.com.au/privacy>

We encourage applications from Indigenous Australians, peoples from culturally diverse backgrounds and people with disabilities. We are committed to providing a working environment that values diversity and supports staff to reach their full potential.

If you are an applicant with a disability or other special needs, please contact the Disability Access Coordinator on (02) 8233 6999 to discuss any requirements that may assist you in your application.

Thank you for your interest in this position.

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