

POSITION PROFILE

Senior Research Partnerships and Engagement Officer

Faculty of Science and Technology, Research Institute for the Environment and Livelihoods (RIEL)

Position Number	8068
Position Classification	Professional Level 8
Location	Casuarina Campus
Reporting to	Director, Research Institute for the Environment and Livelihoods
Special Provisions	<ul style="list-style-type: none">• Ability to travel to regional and remote locations• It is a requirement of the position for the occupier to hold a current NT driver's licence
Required Qualifications	Education, training and/or relevant experience equivalent to a Degree focusing on communications or marketing, science communication

Purpose of the Position

The primary focus of this position is to facilitate research partnerships and impact for CDU's Research Institute for the Environment and Livelihoods. The position engages with stakeholders at Territory, national and international levels on behalf of the Institute. Overall, the activities under this position aim to establish and maintain RIEL as a leader in integrated environmental research across Australia and South-East Asia, and to develop the research profile and reputation of the Institute and Charles Darwin University as a whole. This position plays a key role in supporting and promoting RIEL's Research Groups and activities via creative communications planning and skilful implementation.

Duties

Business Administration

- Develop and implement a research partnerships and stakeholder engagement strategy in consultation with the RIEL Director and other key stakeholders.
- Provide support to the Director of RIEL and staff in the planning and delivery of research stakeholder engagement including communication activities and products.
- Manage the liaison with RIEL staff, students and adjuncts, and with the University's Corporate Communications staff, about communication activities.
- Report to RIEL members, via meetings, on communication activities, and provide high level contribution to other meetings and planning events as appropriate.
- Develop or redefine procedure and interpret policy.

Liaison and Communication

- Interpret, promote and communicate RIEL research to, and liaise with, the RIEL broad range of stakeholders, including project and corporate partners, research funders, other scientific and educational institutions, government departments, Indigenous communities and the broader Australian community.
- Coordinate the preparation and distribution of corporate publications, and online material and organise public events.

Occupational Category	2253	Industry Subdivision	81
Industry Class	8102	Manager Category	OM

- Liaise with the Office of Research and Innovation and the CDU Corporate Communications Team to develop and implement a RIEL social media strategy and ensure a high output of strategic media releases.
- Provide input to the design of and assemble content for RIEL research reports and other high-quality published outputs as required in a timely manner.
- Work with RIEL staff and students and liaise with CDU Corporate Communications team and external service providers to produce content, continually improve RIEL's online presence, and ensure research capabilities, findings and outcomes are broadly disseminated appropriately, nationally and internationally.
- Work with the RIEL Director and senior staff to identify, establish and support productive relationships with external service providers, key influencers and the Institute's partners and collaborators to raise the profile of the Institute.
- Generate and gain support for promotional research activities, oversee and improve RIEL's public relations, and foster awareness of its capabilities and achievements.
- Liaise with and support Academic Seminar Coordinators to deliver the seminar series.
- Monitor and evaluate the effectiveness of communications activities.

Decision-making

- Update the RIEL website content on a regular basis, including maintaining up-to-date contacts, lists, profiles, directories and links.
- Adapt procedures and techniques as required to achieve objectives.
- Develop options and resolutions to problems within short timeframes with available resources.

Knowledge and proficiency

- Develop, coordinate and advise on community engagement plans and activities for projects.
- Use and operate Microsoft Office software, web content management software and social media platforms.
- Refine and/or develop communications and education materials using a range of media, with the aim of improving the effectiveness and appropriateness of communications activities.
- Develop, produce and distribute other RIEL internal and external communications materials and programs based on audience needs and behaviour (e.g. brochures, reports and web-based material).

Key Selection Criteria

Essential competencies

- Education, training and/or relevant experience equivalent to a Degree, focusing on communications or marketing, science communication, scientific editing, and/or academic disciplines relevant to current research activities or an equivalent combination of relevant experience or training.
- Excellent written communication skills, with the ability to produce effective and culturally appropriate communication products for a wide range of audiences.
- High-level interpersonal and oral communication skills with demonstrated ability to establish and maintain positive relationships with, network and liaise effectively with a wide range of internal and external stakeholders, including Indigenous communities, research organisations, NGOs, government agencies and funding bodies.
- Proven ability to meet deadlines and manage competing priorities with limited supervision.
- Demonstrated ability to work independently and with key stakeholders in a cross-cultural and multi-disciplinary environment.
- Demonstrated sound knowledge of the environment sector, especially in Australia and Southeast Asia

- High-level computer literacy and sound knowledge of the Microsoft Office suite of programs, web content management systems and social media platforms.
- Demonstrated experience and ability to collect and evaluate information to support the development of internal and external publications and marketing materials.

Desirable competencies

- Demonstrated ability to communicate complex scientific matters to a wide range of audiences, including local communities, politicians, government agencies, industries and the media.
- A higher degree by research in an Environmental Science or comparable research experience.
- Solid experience in graphic design and/or website development and content management; and using desktop publishing software.

Supervisory Responsibilities

This position holds formal supervisory responsibilities. As a supervisor, this position will undertake and be responsible and accountable for:

- Ensuring all direct reports have completed all Mandatory training as required by the University.
- Probation periods being monitored and completed for each direct report in a timely manner.
- Ensuring an annual leave plan is developed and implemented for all direct reports and that annual leave balances are held below 30 days at all times.
- Ensuring leave bookings are accurately maintained and submitted in accordance with the Delegations (Administrative) Policy and relevant Staff Agreement/s.
- Engaging with direct reports to develop meaningful objectives and ensuring career development plans are established and recorded.
- Holding Performance feedback meetings on a regular basis (once per month minimum) with each direct report and providing feedback in a constructive and timely manner.
- Ensuring all delegations and responsibilities are undertaken in accordance with University Policies, Staff Agreements, and Delegations.

University Expectations

- Contribute to the efficient and effective functioning of their team or work unit to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours under the Code of Conduct – Employees, assisting team members if required, and undertaking other key responsibilities or activities as directed by one's supervisors.
- Demonstrate and promote the University Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour.
- Read, understand, and comply with all University policies and procedures.
- Undertake risk management and actively support and participate in the risk management processes adopted by the University, which include identifying, analysing, and evaluating risks that may impact the University.
- Work at and travel between other University campuses or to other locations occasionally as may be required during employment.
- Complete all mandatory training as required by the University.
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety, and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

Work Health & Safety

- Ensure all activities comply with WHS legislation and University policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and implementation of risk controls.

- Analysis of WHS training requirements for staff, including the provision of training and monitoring of training to ensure completion and currency.