

Communications Officer

Reporting to:	Senior Program Manager
Hours:	Approximately 0.6 FTE
Term of Employment:	Permanent part-time
Salary range:	~\$80k + superannuation (pro-rata)
Location:	Hawthorn, Victoria
Applications close:	Friday 17 th May 5PM AEST

Astronomy Australia Limited

[Astronomy Australia Ltd \(AAL\)](#) is a not-for-profit company whose members are all the Australian universities and research organisations with a significant astronomical research capability.

Our vision is that Australian astronomy is world leading and publicly valued. AAL's mission is to facilitate access for Australian-based astronomers to the best research infrastructure, encourage the sharing of astronomical technical capabilities to maximise their value to the nation, and inspire Australians with these astronomical achievements.

AAL's Victoria office is located alongside the Centre for Astrophysics and Supercomputing, Swinburne University of Technology, Hawthorn. We offer a relaxed, flexible, family-friendly environment, close to public transport, approximately 6km east of Melbourne's CBD.

AAL is committed to equity and diversity and endeavours to create an environment in which every individual is treated with dignity and respect.

Position summary

AAL's primary stakeholders are Australian astronomers, managers of significant astronomy infrastructure, and the Australian Government. The Communications Officer will assist with the development of the AAL communications strategy and be responsible for its implementation. The Communications Officer will also support the program management team with their communications.

Travel required: Approximately 3 interstate trips per year.

Staff supervision required: None

Note: As AAL is a small company, all members of staff are expected to spend some of their time assisting with general operations.

To apply for this position, please submit a covering letter and resume via email to applications@astronomyaustralia.org.au by Friday 17th May 5PM AEST.

For more information contact James Murray, Senior Program Manager at the above email address or on 03 9214 8426 / 0409 703 929.

Statement of duties

Develop and implement AAL communications strategy

- Contribute to the development of communications strategies
- Manage communications with AAL member institutions and their astronomers
- Maintain and improve AAL's internet presence (including website and social media)
- Ensure a consistent brand for all AAL communications
- Manage the production of the Annual Report
- Measure the effectiveness of AAL communications

Support the communications of the program management team

- Prepare presentations
- Coordinate workshops and events
- Assist with preparing reports for government

Experience and qualifications

Essential

1. A bachelor's degree.
2. Experience managing communications dealing with scientific concepts or technical projects.
3. Experience using multiple channels, including social media, for corporate communications.
4. The ability to synthesise material from multiple sources and produce communications suitable for any of AAL's target audiences.
5. Advanced organisational ability and problem-solving skills.
6. Ability to work collaboratively and flexibly, in a team and independently.
7. Ability to develop relationships and influence a range of external stakeholders.
8. A high standard of written and oral communication skills.