



Position description (PD)	
Role	Communications Administration and Event Support Officer
Branch	Strategic Communications and Engagement
Team	Engagement, Events and Corporate Communications
Level	Broadband Staff Level 2 (APS Level 5 and 6)
Role context	<p>The Strategic Communications and Engagement (SCE) Group is responsible for providing strategic direction and professional advice on a range of communication and engagement activities, including media liaison, communication strategies and campaigns, social media, advertising, speech writing, internal communication, engagement and event management, publications, graphic design and digital production.</p> <p>The Branch works with both internal and external stakeholders to:</p> <ul style="list-style-type: none">• achieve the corporate goals of the Productivity Commission (PC)• enhance the PC's reputation and position the agency as a leader in providing independent research and advice to Government on economic, social and environmental issues affecting the welfare of Australians• develop and implement strategies and procedures to ensure best practice for external and internal communication, engagement, social media and media activities. <p>This role requires an experienced administrative support officer with outstanding organisational skills and attention to detail to deliver a high standard of project, events and administrative support to the team.</p> <p>The team has staff located in both our Canberra and Melbourne offices. The team works closely with project teams on the communication strategies, publication, and release arrangements (including media engagement and speaking events), for our reports, as well as maintaining the PC's website.</p>
Reports to	Assistant Director Engagement, Events and Corporate Communications
Direct reports	Nil
Contact Officer	Michelle Cross – (03) 9653 2115
Responsibilities	<ul style="list-style-type: none">• Providing administrative support for the release of reports including:<ul style="list-style-type: none">○ preparing release schedules and support documents○ setting up and managing briefings○ corresponding with government and stakeholders on release schedules

- undertaking quality assurance checks and assisting in preparing reports for electronic and print publication
- tracking and monitoring projects and tasks in Asana.
- Assisting in the design and delivery of high quality internal and external events including briefings, webinars and lectures.
- Managing, analysing and reporting on procurement, budgets and expenditure including processing invoices and purchase orders.
- Assisting in project management and coordination activities across the team.
- Managing requests, enquiries and correspondence coming into the team.
- Assisting in developing, implementing and evaluating communication and engagement strategies.
- Providing other project and administrative support to the team as required.

Selection Criteria

Professional expertise:

- High level administrative and organisational skills, with proven ability to adapt to changing priorities and manage multiple deadlines.
- Experience preparing correspondence and reports including emails and letters on routine and more complex matters.
- Experience in managing procurement, contracts, budgets and expenditure including processing invoices and purchase orders.
- Developing expertise in the preparation of documents and visuals for publication using complex templates and in line with style guidelines.
- Highly developed skills in Microsoft Office applications (Outlook/Word/Excel/PowerPoint) and Adobe Acrobat.

Desirable

- Experience working with or developing Word templates.
- Experience with using Asana to track and monitor projects and tasks.
- Experience in government and/or providing support for publication releases.
- Experience in event support and/or management.

Effective Engagement:

- Proven ability to communicate effectively, using information that is accurate, clear and concise.
- Shares information in a timely way, is proactive in assisting others in the team and collaborates effectively with others, contributing positively to work discussions and team meetings.
- Ability to build rapport and maintain cooperative and positive relationships with colleagues and key stakeholders.

Personal Productivity and Growth:

- Demonstrated ability to plan and progress work and deliver on agreed outcomes.
 - Perseverance and resilience in managing competing priorities in a changing environment.
 - A preparedness to seek (and act on) advice and feedback and take opportunities to expand your knowledge and skills and contribute to a positive workplace culture.
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