



Communications Officer

Infrastructure Partnerships Australia (IPA) is an independent think tank and peak industry body with members across the public and private sectors. IPA was created to drive purposeful reform in infrastructure and efficient public services, with the aim of achieving the best possible economic and social success for Australia.

We consider public infrastructure issues spanning transport, utilities and social infrastructure (such as social housing, health, education and justice).

Position:	Communications Officer
Reporting to:	Director, Media & Communications
Key Outcomes:	<ol style="list-style-type: none"> 1. To assist the Director, Media & Communications in the successful delivery of IPA's media and communications functions, including the promotion of IPA's policy development and advocacy objectives. 2. To assist in the delivery of communications to IPA members including letters, our weekly industry newsletter and speeches and presentations. 3. To assist in the upkeep and management of IPA's online sites. 4. To assist in the implementation of IPA's media strategies, including social media strategies. 5. To assist in the delivery of IPA's broader communications strategies including delivery of IPA's industry magazine. 6. To create and develop content for IPA's communication channels.
Key Relationships:	<p>Help develop, grow and maintain effective relationships with:</p> <ol style="list-style-type: none"> 1. Key contacts in the national media. 2. Public Relations and Media Contacts within IPA's Membership. 3. Public Relations and Media Contacts with key stakeholders. 4. Other members of staff.
Duties:	<p>The Employee's duties include:</p> <ol style="list-style-type: none"> 1. Researching, writing/preparing and distributing media releases. 2. The preparation of correspondence with stakeholders including members, industry stakeholders and Government. 3. Monitoring and tracking of media relevant to the infrastructure sector. 4. Monitoring and tracking IPA's presence in the media. 5. Developing and maintaining factsheets and media briefs on issues relevant to the infrastructure sector. 6. Assisting in the preparation and writing of articles for publication.

	<ol style="list-style-type: none"> 7. Assist in the development of strategies and the implementation of public affairs campaigns. 8. Preparation and distribution of member communications, including IPA's weekly Members' Newsletter. 9. Maintenance of the IPA media contact database. 10. Development of relevant social media content. 11. Administrative duties of the media and communications team. 12. Assist with the delivery of public affairs support and media coverage for IPA events. 13. Preparation of speeches, presentations and speaker briefs. 14. Undertake other relevant duties as assigned by the Director, Media & Communications or the Executive Team.
Required attributes:	<ol style="list-style-type: none"> 1. Excellent oral and written communication skills and attention to detail. 2. Proven ability to effectively liaise with media contacts, members and the public. 3. Excellent presentation and interpersonal skills. 4. Good understanding of media and policy. 5. The ability to work effectively under pressure as part of a team or independently to meet deadlines, organise work and set priorities. 6. The ability to work under limited supervision, and to apply initiative and sound judgement. 7. A working knowledge of the Microsoft Office suite of programs. 8. A working knowledge of key social media platforms.
Desirable attributes:	<ol style="list-style-type: none"> 1. Tertiary qualifications in a relevant discipline. 2. Some experience in a media, public relations, public affairs, communications or journalism role (but is not essential for a suitably-qualified graduate). 3. An interest in infrastructure policy and/or the Australian political landscape. 4. Demonstrated experience in using Adobe software or similar software packages would be an advantage.
Other requirements:	<ul style="list-style-type: none"> • The position is Sydney-based. • Limited intra and interstate travel may be involved. • Working outside normal office hours may be required.
Employment Term:	A six month probationary period from the commencement date will apply and during this time the agreement can be terminated by either party without notice or penalty.
Remuneration:	Remuneration will be a gross salary package negotiated on relevant skills and experience. It will include superannuation, personal leave, annual leave and any other statutory entitlements.

	Remuneration will be reviewed annually in accordance with a performance review program.
Performance bonus:	A modest performance bonus may be accessed as agreed by the Board of Directors.
Performance Review:	A formal performance review will take place at least each twelve months to: <ul style="list-style-type: none"> - review achievements; - set future work programs; - agree key performance assessment criteria; and - discuss remuneration.
Annual leave:	The annual leave entitlement is 20 days per annum accrued on a pro-rata basis. The IPA office closes over the Christmas – New Year period. IPA practice is to maximise the Christmas period for staff holidays.
Personal leave:	Ten (10) days per annum. This covers sick leave and carers leave.

How to apply

Applicants for this position must address the required attributes stated in the job description and send their applications to:

Human Resources Manager
Infrastructure Partnerships Australia
PO Box R1771
ROYAL EXCHANGE NSW 1225

Or email to:
IPACareers@infrastructure.org.au

For further information please contact Sarah Dagg, Director, Media & Communications on 02 9152 6016.