



Graduate - Communications and Engagement

Infrastructure Partnerships Australia is an independent think tank and intelligence unit. We are an executive member network made up of public and private infrastructure stakeholders. We exist to shape public debate and drive policy reform for the benefit of the national interest.

We provide policy research and advice focused on excellence in social and economic infrastructure, across the transport, utilities and social infrastructure sectors (including social housing, health, education and justice).

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| Position: | Graduate - Communications and Engagement |
| Reporting to: | Director, Communications and Engagement |
| Key Outcomes: | <ol style="list-style-type: none"> 1. Assist the Director, Communications and Engagement in the successful delivery of Infrastructure Partnerships Australia's communications and engagement functions, including the promotion of policy and advocacy objectives. 2. Support the delivery of communications to Infrastructure Partnerships Australia's members including letters, our weekly industry newsletter, speeches and presentations. 3. Assist in the upkeep and management of Infrastructure Partnerships Australia's online sites, including administration of Infrastructure Partnerships Australia's ANZIP website. 4. Support the implementation of Infrastructure Partnerships Australia's media strategies, including social media strategies. 5. Support the delivery of Infrastructure Partnerships Australia's broader communications strategies including delivery of the organisation's industry magazine. 6. Assist in the creation of content for Infrastructure Partnerships Australia's communication channels. |
| Duties: | <p>The Employee's duties include:</p> <ol style="list-style-type: none"> 1. Researching, writing/preparing content and distribution of Infrastructure Partnerships Australia's Weekly Infrastructure Report 2. Supporting the preparation of correspondence with stakeholders including members, industry stakeholders and Government. 3. Assisting in the preparation and writing of articles for publication. 4. Assisting the membership team in converting potential membership leads 5. Managing and regularly updating the email marketing database. 6. Maintenance of the Infrastructure Partnerships Australia media contact database. 7. Development of social media content. |

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| | <ol style="list-style-type: none"> 8. Assisting with the delivery of public affairs support for IPA events. 9. Assisting in the preparation of speeches and presentations. 10. Administrative duties of the media and communications team. 11. Undertaking other relevant duties as assigned by the Director, Communications and Engagement or the Executive Team. |
| Required attributes: | <ol style="list-style-type: none"> 1. Excellent oral and written communication skills and attention to detail. 2. Excellent presentation and interpersonal skills. 3. The ability to work effectively under pressure as part of a team or independently to meet deadlines, organise work and set priorities. 4. The ability to apply initiative and sound judgement. 5. A working knowledge of the Microsoft Office suite of programs. 6. 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 is desirable but 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: | <p>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.</p> <p>Remuneration will be reviewed annually in accordance with a performance review program.</p> |
| Performance bonus: | A modest performance bonus may be accessed as agreed by the Board of Directors. |
| Performance Review: | <p>A formal performance appraisal will be completed every 6 months and twelve months to:</p> <ul style="list-style-type: none"> - review achievements; - set future work programs; - agree key performance assessment criteria; and - discuss remuneration. |

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| 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 Michael Player, Director, Communications and Engagement on 02 9152 6016.