## **TITLE**: Media Advisor

**CLASSIFICATION**: Executive Level 1

**UNIT**: Communications Unit

**LOCATION**: Sydney

**SUPERVISOR**: Director Communications

**DUTY STATEMENT**:

1. Handle media inquiries, write media releases, opinion pieces, and briefing notes. Also, organise media conferences and launches.
2. Play an active role in Communication’s digital strategy, including writing web stories, creating digital marketing content and actively engaging with social media.
3. Take a pro-active approach to promoting the Commission and its policies and projects in the media.
4. Provide high level advice to the Commission on communications strategy, and monitor public debate on human rights issues.
5. Lead and contribute to media and communications projects as required. This includes assisting with major public events such as the Human Rights Awards.
6. Work well within a team environment and foster good working relationships.

*These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Commission policies, including Workplace Diversity and Occupational Health and Safety. Under section 25 of the Public Service Act 1999 the Commission may re-assign the duties of an employee from time to time.*

**SELECTION CRITERIA**:

1. Demonstrated minimum five years experience in media and/or communications with an ability to organise media campaigns and to develop a strong network of media contacts.
2. Experience in digital media, including writing web stories, creating effective digital marketing content and actively engaging with social media.
3. Excellent judgement in handling media enquiries and in providing high level strategic advice.
4. High quality writing and a broad understanding of current affairs.
5. Excellent communication and team-work skills, with an ability to represent the Commission at a senior level and to work with a wide range of people.
6. Tertiary qualifications in communications, public affairs or journalism or equivalent experience.

**Media Advisor**

The Australian Human Rights Commission is looking for an experienced Media Advisor. The position is full-time and ongoing.

The successful applicant will answer media enquiries, provide high level strategic advice to our Commissioners and take a leading role in Communications projects. They will also take an active role in our digital strategy, with experience in social media an advantage.

We are looking for people with at least five year’s work experience in journalism and/ or communications.

The job involves handling media enquiries after hours, and attracts an on-call allowance of $12,550pa (full-time).

Please send your curriculum vitae and a maximum of one page setting out how your skills and experience make you the best person for the position to [jobs@humanrights.gov.au](mailto:jobs@humanrights.gov.au) by Sunday 1 September, 2019.

For more information contact Tracey Lambert on 02 9284 9813 or [tracey.lambert@humanrights.gov.au](mailto:tracey.lambert@humanrights.gov.au)