



Position Description

Senior Project Officer - Communication

Reporting to:	Marketing and Communication Manager
Direct reports:	Nil
Location:	Autism CRC, University of Queensland, Long Pocket Precinct 80 Meiers Road, Indooroopilly QLD 4068
Hours of work:	Part time, 22.5 hours per week
Probation period:	3 months
Contract period:	9 months

Background

Autism CRC is the world's first national cooperative research centre focused on autism. We take a whole-of-life approach to autism focusing on diagnosis, education and adult life.

Autism CRC is jointly funded by the Commonwealth Government, universities and industry and is currently seeking an exceptional candidate to undertake the role of 'Senior Project Officer – Communication' in the Marketing and Communication Team. This position will project manage the development and promotion of resources (video, web content and other digital collateral) for clinicians, allied health professionals and the autism community to support the ongoing implementation of the National Guideline for Assessment and Diagnosis of Autism Spectrum Disorders in Australia (National Guideline), which was released in late 2018.

Key responsibilities

- End to end project management including further defining project deliverables, developing timelines, coordinating resources, monitoring budgets, forecasting and supporting project-related activities to ensure the project's strategic objectives are achieved
- Drive and manage the creation of video resources and other digital collateral (for example, interactive PDFs, web pages and so on), working closely with all stakeholders (including clinicians, video production contractors, graphic design contractors, autistic community members, Autism CRC team and other stakeholders)



- Work closely with subject matter experts and other stakeholders to define, draft and refine the content for all written resources as well as scripts and storyboards for video resources
- Establish and maintain effective stakeholder relationships, facilitating contribution of ideas and engagement
- Ensure all resources are developed in line with Autism CRC language, style and branding requirements
- Oversee web development required to house the resources within the Autism CRC website
- Develop and implement effective multi-channel communication strategies so all target audiences hear about, and make use of, the resources developed
- Develop final project report in consultation with broader team

Occasional travel to Perth (2-3 times over the course of the contract) will most likely be required.

The person

Qualifications and experience – essential

- Tertiary qualifications in communication, public relations or a related degree
- Substantial experience managing and delivering end-to-end communication projects and resources, preferably in the health/clinical sector
- Demonstrated ability to project manage, refining scope, coordinating resources, monitoring budgets, forecasting and supporting project-related activities to ensure strategic objectives are achieved
- Experience working with video production companies and collaborating with multiple stakeholders, including subject matter experts, to ensure fit-for-purpose video resources are delivered
- Impeccable stakeholder engagement and communication skills
- Excellent writing and editing skills
- Strong analytical, negotiation and problem-solving skills
- Experience with developing and implementing communication and promotion strategies for specific target audiences, preferably in the health/clinical sector

Qualifications and experience – desirable

- Graphic design experience using Adobe Creative Cloud suite
- Understanding of Level-AA accessibility requirements when producing digital assets and online experiences for users
- Experience in the autism community, as a person with the lived experience or someone who has worked with this community

Judgement and professionalism

The incumbent will exercise sound judgement in areas of his/her expertise with a commitment to continuous professional development and improvement.



Culture and attitude

Contribution to a culture within Autism CRC Ltd which stimulates a positive attitude and enthusiastic atmosphere through all levels of the workforce, by:

- Commitment to inclusive practices
- Leading by example
- Establishing clear expectations of behaviour and conduct
- Setting clear individual work goals
- The regular feedback of performance to employees at all levels
- Encouraging staff to participate in changing the ways in which jobs are done
- Listening to the comments, criticisms and suggestions of employees
- Celebrating success and recognising individual contributions

General

Promotion of the good standing of the Autism CRC in the local and wider autism community by the adoption of a professional, inclusive, respectful and co-operative approach when dealing with others.

Quality assurance

To maintain a high level of quality control in all Autism CRC Ltd activities in accordance with quality assurance standards implemented by the Autism CRC. Assisting in the identifying and recording of any problems and non-conformance relating to the product, procedures and quality management system and recommending solutions and verifying their implementation.

Workplace health and safety

Ensure that the Autism CRC's obligations under the current legislation are observed and that all activities are undertaken in a safe and responsible manner.