



Australian Government

Australian Law Reform Commission

Recruiting for Communications and Events Co-ordinator

The Australian Law Reform Commission (ALRC) is an independent Commonwealth statutory agency that undertakes law reform inquiries referred to it by the Attorney-General. The ALRC is based in Brisbane.

The ALRC is seeking a Communications and Events Officer (APS 5) to effectively communicate the work of the ALRC, particularly through the ALRC website and consultative events. This position may be offered as ongoing/non-ongoing and the ALRC will consider full-time and part-time appointments.

The Communications and Events Officer is responsible for writing, editing and publishing Commission publications and marketing materials (traditional and digital), planning, implementing and reviewing Commission events, sourcing and writing stories to enhance the Commission's strategic directions.

Selection Criteria:

1. Experience with typesetting, document design, graphics and publishing tools;
2. Experience managing and developing a website, online membership databases, and social media;
3. Experience with designing and implementing events and conferences both online and in person;
4. Experience in strategic communications including media management;
5. Experience managing online publications and audiovisual content;
6. Ability to take initiative and responsibility for projects, to set priorities, and to manage multiple projects to meet deadlines;
7. Demonstrated ability to work in a team-based environment; and
8. Understanding of the Public Service Values

Applicants must provide to hr@alrc.gov.au:

1. A current CV;
2. A Statement of Claims against the Selection Criteria for each position; and
3. Applications in PDF format only, with the file name to be Surname_first name-CEC.pdf.

Applications close midnight on **Wednesday, 30 September 2020**.

Further information can be obtained from Matt Corrigan matt.corrigan@alrc.gov.au
Information about the ALRC is at www.alrc.gov.au