Australian Government

Australian Law Reform Commission

Title	Communications and Events Coordinator
Classification	APS 5
Immediate Supervisor	General Counsel

Position Description:

The Communications and Events Coordinator plays an important role in effectively communicating the work of the ALRC, particularly through the ALRC website and consultative events.

The Communications and Events Coordinator makes an important contribution to the ALRC's objective—*informed government decisions about the development, reform and harmonisation of Australian laws and related processes through research, analysis, reports, community consultation and education.* The Communications and Events Coordinator works with legal officers, the Executive Support Officer, General Counsel, Commissioner(s) and President to ensure the ALRC's work is accessible and available to the Australian community.

Key Responsibilities:

1. **Facilitate the publication of ALRC Reports**
   - design graphics for ALRC inquiries and reports;
   - typeset consultation documents and final reports (Expected to be 2 consultation reports, two final reports and an annual report each year);
   - manage printing of reports by external contractors including procurement and liaison while ensuring statutory timelines are met; and
   - design fact sheets and other communication documents to increase engagement with ALRC reports.

2. **Event Management**
   - identify and design appropriate events to showcase ALRC inquires and reports as well as law reform more generally;
   - organise corporate functions and events;
   - prepare and update invitation and mailout lists for various events and prepare copy for corporate invitations; and

3. **Website development and maintenance**
    - Manage the ALRC website ensuring that content is up to date, accurate and of a high standard in terms of editorial content;
    - Develop the website to assist the ALRC to increase its influence and visibility within the legal, stakeholder and general community;
    - Ensure that the ALRC's consultation papers and reports are accessible via the web;
    - Update and upload all website content to ensure it is relevant and accurate;
    - Liaise with the General Counsel regarding outside contracting of website services such as hosting and ISP providers;
    - Liaise with external contractors on website maintenance and development;
    - Liaise with inquiry teams on content for the website of specific relevance to inquiries, including through the inquiry enews and Twitter;
    - Continue to monitor and evaluate the ALRC's website to assist the ALRC to meet its corporate objectives.

4. **Initiate and manage online communication strategies for ALRC inquiries**
    - Lead engagement strategies that seek to achieve the ALRC's key performance indicators with respect to *Broader Community Engagement*;
    - Participate in Twitter and other social media on behalf of the ALRC;
    - Prepare the ALRC Brief and inquiry e-news for distribution to subscribers;

5. **Media Relations**
    - Drive communication strategies for ALRC inquiries;
    - Coordinate requests by the media for interviews and comment on ALRC inquiry work;
    - Prepare draft media releases for input by inquiry teams;
    - Track media mentions of the ALRC and its work for inclusion on the website and for reporting purposes;
    - Seek out opportunities in the media to promote engagement with ALRC inquiries.

3. **Statutory Compliance and reporting**
    - Monitoring and reporting on the management of information held as part of the Information Publishing Scheme;
    - Ensure the ALRC's website is compliant with government requirements and meets government mandatory accessibility standards;
    - Monitor and report on ALRC website usage and evaluate its effectiveness as an online communications tool and report on these for the ALRC's annual report;

Key selection criteria

1. Experience with typesetting, document design and publishing tools;
2. Managing and developing a website, online membership databases, and discussion boards and blogs and of using the web as a communications tool to build relationships and community engagement;
3. Experience with designing and implementing events and conferences;
4. Experience managing online publications and audiovisual content development for the web including publishing in a range of formats and as epublications;
5. Ability to produce clear, concise and well-presented written material and experience with editing content for the web;
6. Understanding of IT networks and systems;
7. Ability to take initiative and responsibility for projects, to set priorities and to manage multiple projects to meet deadlines;
8. Demonstrated ability to work in a team-based environment;
9. Understanding of the Public Service Values