Candidate pack

Assistant Editor and Publisher

APS 6

$94,658 to $106,898 plus 15.4% superannuation

Full time, Non-ongoing for 6 months

Location:	Sydney
Section:	Digital Content and Publishing
Branch:	Strategic Communications
Division:	Technology and Strategy
Security clearance:	NSW Working with Children Check
Reference:	2814-2025-1
Contact for information:	Deborah Rice 02 7254 8576 deborah.rice@esafety.gov.au
Applications close:	**Sunday, 30 March 2025 at 11.59pm AEDT**

Non-ongoing roles may be offered for an initial period of up to 12 months with the possibility of extension or becoming ongoing.

About eSafety

At eSafety, we are pioneers in online safety regulation, leading global efforts to combat digital harms and foster safer, more positive online experiences for all Australians.

Our mission is bold and far-reaching.

From tackling cyberbullying and child sexual exploitation, to confronting emerging harms brought about by new innovations such as generative AI and immersive technologies, we oversee Australia's online safety landscape.

We work closely with Commonwealth departments, agencies, and a range of partners to create meaningful change.

We don't just regulate; we educate, support, and advocate. Our team collaborates with diverse communities, educators, law enforcement, and industry leaders to build safer digital environments and give Australians the skills and knowledge they need to navigate online spaces confidently.

At eSafety, you'll be part of a passionate team under the leadership of an independent Commissioner who is supported by the Australian Communications and Media Authority (ACMA). Our eSafety staff are ACMA employees who are subject to the terms and conditions of employment in the [ACMA's Enterprise Agreement 2024-2027](#).

If you're driven to tackle today's online challenges and help prepare Australia for the ones to come, eSafety offers a dynamic career where you will make a difference. Join us and help shape the future of online safety.

View [Working at the ACMA and eSafety](#) or [visit our website](#) for further details.

Who we are

Sitting within the Technology and Strategy Division, the **Strategic Communications Branch** comprises multiple communications functions, including:

- **Digital Content and Publishing** – Leads creation of eSafety's digital assets and manages eSafety's digital content strategy. Provides editorial services, managing eSafety's website as a vehicle for program delivery and user engagement.

- **Media and Corporate Communications** – Provides strategic oversight into media management and safeguards organisational reputation. Prepares a full range of media materials including media and communications policies and plans, media releases, blog posts, speeches, social media management and key corporate documents.

- **Marketing, Campaigns and Events** – Develops eSafety's marketing strategies, identifying appropriate channels and delivering across these. Operates the organisational marketing program, engaging with stakeholders and using analytics to track engagement and performance.

About the role

The **Assistant Editor and Publisher** will play a key part in the co-creation, editing, publishing and maintenance of webpages and digital resources at eSafety.gov.au as a member of the **Digital Content and Publishing Team.** They will report to the Manager, Digital Content and Publishing.

The key duties of the Assistant Editor and Publisher position include the following:

- Help draft and edit trauma-informed content in consultation with internal subject matter experts and external providers, ensuring advice is practical and engaging for target audiences and consistent with eSafety's thought leadership, Strategic Plan, Style Manual and Brand Guidelines.

- Create and publish new webpages and digital resources ensuring best digital practice, including useability, accessibility, ease of navigation and Search Engine Optimisation.

- Use auditing and reporting tools to help maintain the technical health of existing webpages and digital resources, including fixing broken links, remediating out-of-date metadata, and implementing accessibility improvements.

- Assist internal subject matter experts with maintaining the topicality and accuracy of webpages and digital resources.

- Analyse web traffic and identify content gaps to assist with holistic strategic planning of content additions and amendments.

- Assist with triaging, prioritising and managing Digital Content and Publishing tasks.

Note: Due to the nature of eSafety's regulatory scope, occupants in this role may be exposed to content or hear stories about other people's experiences with online harm or be involved in work on potentially distressing and sensitive topics. Staff have access to support through our Employee Assistance Program and other wellbeing initiatives and training.

Our ideal candidate

Our ideal candidate will fit a culture of continual improvement where colleagues nurture and support their team members and other staff to contribute to the best of their abilities, remaining resilient and enthusiastic even when working to manage competing deadlines. You will also encourage respect and harmony within and across eSafety's dynamic teams.

We are seeking an experienced digital content editor and publisher who:

- has recent experience in a similar digital role with editorial and publishing responsibilities in a modern CMS

- demonstrates high-level communication skills with the ability to interpret complex information into plain language that engages, empowers and motivates people

- is able to craft content that is suitable for a range of target audiences, including people who have low digital literacy or may have experienced serious trauma

- can work collaboratively with internal stakeholders of varied skill levels to encourage continual product improvement, while maintaining a positive customer service attitude and attention to detail

- can demonstrate a strong working knowledge of digital content trends and best practice, including UX and SEO

- is familiar with W3C accessibility standards and how they apply to different types of web content

- demonstrates the ability to take personal responsibility for meeting objectives and progressing work, to drive projects to completion under tight timeframes, ensuring high quality outcomes

- enjoys a challenge and is willing to take a flexible approach in an evolving and fast-paced environment.

The following skills and experience will be highly regarded:

- Recent experience in developing best practice mental health and wellbeing messaging that is grounded in evidence.

- Experience in editing and publishing within a government or public health or safety context.

- An understanding of online safety issues within the current regulatory environment.

- Experience with Drupal and GovCMS.

- Familiarity with the following tools: Jira, Monsido, Meltwater, Creative Cloud and the Microsoft suite.

- Familiarity with the concepts outlined in the DTA's Digital Services Standard.

What can you expect from us?

eSafety offers a dynamic and interesting working environment where you will be working with passionate and dedicated people who share one goal – a safer and more positive online experience for all Australians.

We are a fast-growing team of educators, investigators, lawyers, policy analysts, technology experts, digital specialists and other professionals who collaborate, innovate and support each other to achieve our goals.

We invest in our people and want to support you to do your best work every day, so you will have access to a range of learning and development opportunities, flexible working arrangements, competitive employment conditions and a safe and supportive work environment.

Other benefits include:

- salary aligned to those outlined in the ACMA Enterprise Agreement that will increase in line with APS headline salary increases plus 15.4% superannuation.
- generous leave provisions including 4 weeks annual leave each year (pro-rata for part-time employees) with the option to purchase additional leave plus an additional paid office shutdown period between Christmas and New Year's Eve, 20 days personal leave per annum (pro-rata for part-time), up to 18 weeks paid parental leave, cultural leave and more.
- access to salary packaging.

Eligibility

To be eligible for employment with eSafety, applicants must be Australian citizens.

The successful applicant must be able to obtain and maintain a **NSW Working with Children Check**.

Successful applicants are required to satisfy an employment screening process which may include demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

RecruitAbility

All of our roles are advertised under the RecruitAbility scheme.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants can be advanced to the next stage of the selection process where they:

- opt into the scheme
- declare they have a disability, and
- meet the minimum requirements of the advertised vacancy (requirements are detailed in the section titled 'Our ideal candidate').

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission (apsc.gov.au)](#).

Integrity

The Australian Public Service (APS) has a unique and privileged role in serving the Australian community. APS employees support the development and delivery of policies, services, regulation, and initiatives that affect the lives of all Australians. APS employees are trusted to act in the best interest of the Australian community. The integrity of the APS - its employees, systems, and practices - is fundamental to maintaining this trust.

eSafety expects all staff to promote, model and uphold the APS and eSafety values, and be committed to public service integrity. Integrity at eSafety is based on a foundation of robust, transparent, honest, and ethical behaviour and decision-making.

In our role as a regulator and independent Commonwealth statutory authority, it is critical that we employ and model a pro-integrity culture in every aspect of everything we do, both internally and externally.

How to apply

If you think your skills and abilities match the requirements of the job and this sounds like the opportunity you are looking for, we want to hear from you.

Our online careers portal will guide you through the application and submission process.

Your application will need to include:

- your resume of no more than two to four pages, and include:
  - your full name, contact email and mobile number
  - details of any relevant education and qualifications
  - Work experience starting with your most recent employment, including responsibilities and achievements. Indicate dates and explain any gaps in time.
  - Other relevant experience and what you may have gained from it.
- the contact details of two referees who can validate and support your application. Your referees should include your current supervisor and may be contacted at any stage of the process. It is important that you advise your referees of your application and that you are confident they will support it.
- a 750-word cover letter outlining how your skills, knowledge, qualifications and experience make you the best person for the job.

Your cover letter

Tell us why you are the right person for the position. We want to know:

- why you want to work in this role
- how your skills, experience and qualifications can benefit us
  - Try not to duplicate information in your resume but highlight specific examples or achievements that will demonstrate your ability to perform the role.
  - You may like to structure your examples using the problem, action, result (PAR) method:
    - **Problem (situation/issue):** Describe a specific problem, situation or issue that occurred where you had the chance to demonstrate your skills.
    - **Action:** Outline the action you took to address or resolve the problem.
    - **Result:** Detail the outcome of your actions, including what you learned, what you might do differently, and how the result impacted your organisation or team.
  - Your cover letter should not exceed 750 words.
  - You do not need to use a different example for each of the skills required in this role; you could use one example that covers several of the skills and values we seek.