Australian Government
Productivity Commission

Position Description (PD)	
Role	Assistant Director, Communications
Branch	Strategic Communications & Engagement
Team	Engagement and Communications
Level	Executive Level 1
Role context	The Strategic Communications and Engagement Branch oversees activities including media liaison, communication strategies, social media, advertising, speech writing, internal communication, engagement, event management, publications, graphic design and digital production. The Branch works with internal and external stakeholders to: • achieve the corporate goals of the Productivity Commission (PC) • enhance the PC's reputation and position the agency as a leader in providing independent research and advice to Government on economic, social and environmental issues affecting the welfare of Australians. • develop and implement strategies and plans to ensure best practice for communications and engagement. This role will primarily support internal and corporate communications activities including delivering the Corporate Plan and Annual Report each year.
Reports to	Director, Engagement and Communications
Direct reports	Nil
Contact Officer	Kate Judd - (03) 9653 2129
Responsibilities	Key responsibilities include: • Provide strategic communications advice to the Senior Executive, contributing to and supporting the strategic direction of the PC • Develop, implement and evaluate draft communication strategies and write copy for internal and external communication channels • Develop and implement work plans that provide strategic direction for the work area. • Engage and collaborate with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation. • Take responsibility for the achievements of own and team outcomes, monitor progress and follow through to deliver quality outcomes, including setting work area priorities and managing workflows.

	• Take responsibility for internal communications, including coordination and writing of Annual Report and Corporate Plan updates. • Consider and effectively manage competing priorities and strategic directions when achieving team planning and outcomes • Implement change and manage ambiguity in the workplace. • Develop and deliver training, guidance and resources to build staff capability in communications.
Selection Criteria	1. Relevant tertiary qualifications such as communications, public relations, marketing, journalism or an equivalent combination of relevant experience in a related field. 2. Demonstrated communications experience across digital platforms and digital communication. 3. Demonstrated initiative, attention to detail and proven high level organisational and time management skills, including the ability to manage workflows and balance competing priorities to meet deadlines. 4. Demonstrated ability to liaise and collaborate with internal and external stakeholders for positive outcomes. 5. Demonstrated ability to respond effectively to challenges, and to work effectively in a small, diverse and busy team environment. 6. Excellent written communications skills. 7. Demonstrated experience working with the Microsoft suite of products.
Desirable	1. Interest in economics and social policy communication. 2. Experience in leading writing and coordination of Annual Reports, Corporate Plans.