



CS3A - Communications, Campaigns, Internal Communications - various roles

Branch	Engagement, Communications and Safety Education
Division	Stakeholder Engagement Division
Location	All locations considered
Classification	CS3A
Salary	\$93,483 - \$102,560 + 15.4% superannuation
Tenure	Non-ongoing roles of 6-18 months with the potential for ongoing. A merit pool is being developed through this process to fill roles in the branch over the coming 12 months.
Staffing profile	Nil
Security clearance	Nil
Safety Sensitive	No
Contact Officer	Amanda Palmer, amanda.palmer@casa.gov.au , 02 6217 1680
Closing date	11.59pm (AEDT), Sunday 20th February 2022

About the opportunity

The Engagement, Communications and Safety Education branch is recruiting communications specialists to fill a number of current and expected vacancies across a variety of exciting roles, which include:

- Communications officer
- Campaign officer
- Internal communications officer
- Media and social media officer

While these roles are varied, they will all involve working as part of a fast paced and high performing team to develop and implement content, communications products and/or initiatives to support the objectives of the branch. This may include communicating safety critical information, helping communicate regulations in plain language or working on behavioural change campaigns.

About the role

These roles are responsible for:

- working independently across the organisation to develop and implement communication strategies and plans that help achieve identified objectives
- writing tailored content for our full range of communication channels including staff intranet, staff newsletter, all-staff emails, social media, screensavers, website, letters, external emails,

talking points, media releases, printed products, magazine content, virtual assistant, speaking notes and more

- developing, editing and publishing material such as surveys, news items and pages on digital platforms such as our intranet and consultation portal
- editing and proofreading content supplied by other business units
- helping to plan and run internal and external events, such as diversity events, staff briefings and industry webinars and information sessions
- providing communication advice to address the organisation's information needs and corporate objectives
- developing standard operating procedures and guidance material for the management of 'communication tools and processes
- utilises judgement and innovation to manage and monitor communication channels and optimising content, including evaluating outcomes and using data and analytics to ensure effectiveness
- contributing to a range of organisational initiatives and supporting team to deliver on programs and projects
- using research and behavioural insights to deliver communications that consider the communication preferences of the target audience
- supporting senior communication officers and the broader Engagement, Communication and Safety Education Branch on projects, as required
- working with contracted services such as research agencies and other suppliers to manage and monitor work and ensure delivery of agreed outcomes
- provide advice and work cooperatively and collaboratively with internal and external stakeholders, to develop and implement effective communication and engagement strategies
- acting consistently in accordance with the CASA values and behaviours at all times
- promoting workplace safety, equity and diversity, participative management and environmental management practices in the workplace
- assisting with media enquiries management and participating in an on-call, out of hours media roster, as required
- Other duties as required.

Our ideal candidate

We are seeking high performing candidates to fulfil the various roles available and to create a merit pool for future vacancies. The ideal candidate/s for these roles will have the following experience and capabilities:

- Excellent writing, editing and oral communication skills with a high level of attention to detail
- Demonstrated experience developing and implementing communication strategies or campaigns
- Relevant tertiary qualifications and/or relevant experience in communication, journalism, public relations and/or marketing
- Strong stakeholder engagement skills including the ability to develop productive relationships with and communicate across all levels of the organisation and deliver results
- Demonstrated experience with using data and insights, such as website and social media analytics, to evaluate communication initiatives
- Exceptional time management skills with an ability to adapt and manage multiple tasks with changing and competing priorities
- Experience in creating content for and using digital platforms, such as social media, virtual assistant, web and online channels
- Experience with publishing on digital and social media platforms and services

Eligibility requirements

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*. The following eligibility requirements apply to this position:

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check. Must be an Australian citizen or permanent resident

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQA+ community, including transgender, gender diverse, and intersex people.

How to apply

When you submit your application you must provide:

- your resume or curriculum vitae (2-3 pages is preferred), and
- a two-page pitch summarising your suitability for the role, ensuring you take into consideration position information, key capabilities and CASA Values (minimum font 11 point).

Please note that you may be asked to provide a sample of your work as part of the assessment process however this does not need to be submitted with your application.


If you have problems submitting your application, please contact Adi Morton [prior to the closing date/time](mailto:adrienne.morton@randstad.com.au) by emailing adrienne.morton@randstad.com.au or calling +61 2 6132 3805 during business hours.

Reasonable adjustments

Please let us know if you require any support relating to this recruitment process, such as mobility assistance, interpretation and/or signing (for candidates with a hearing impairment). You can do this by emailing recruitment@casa.gov.au or calling +61 2 6217 1111 during business hours.

CASA will accommodate requests for reasonable adjustment for people with disability to assist in the application process and if successful, the inherent requirements of the position.

What it's like to work at CASA



You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements.

At CASA, we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training, and leadership development.

You will be provided with challenging, meaningful diverse work. If you are excited and energized by change and innovation and you are looking to contribute to both aviation safety and to the Australian public, join us and be part of CASA's ongoing transformation.

We seek and value people from diverse backgrounds and we are committed to creating an inclusive work environment. We are a respectful workplace, and we expect ethical behaviour by all, aligned to our CASA values. We have networks to support several diverse backgrounds, such as the Gender Network, CASA Abilities Network (CAN), CASA Aboriginal and Torres Strait Islander Engagement Network (CATSIEN) and the LGBTIQA+ Network.

Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues.

More information

For more information about CASA, our competitive terms and conditions, as well as information on recruitment processes, please refer to the following links:

- [About CASA](#)
- [How to apply](#)
- [Employee benefits](#)
- [Staff development](#)