



## CS4 Engagement, Communications and Safety Education Branch - Various positions

<b>Branch</b>	Engagement, Communications and Safety Education
<b>Division</b>	Stakeholder Engagement Division
<b>Location</b>	All locations considered
<b>Classification</b>	CS4
<b>Salary</b>	\$104,762 - \$122,496 + 15.4% superannuation
<b>Tenure</b>	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.
<b>Staffing profile</b>	Generally 1-2
<b>Security clearance</b>	No
<b>Safety Sensitive</b>	No
<b>Contact Officer</b>	Amanda Palmer, <a href="mailto:amanda.palmer@casa.gov.au">amanda.palmer@casa.gov.au</a> , 02 6217 1680
<b>Closing date</b>	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, including:

- € Senior communications officer
- € Social media and communications officer
- € Media and communications officer
- € Campaign manager

While these roles are varied, they will all involve operating under general guidance and 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.

These roles are responsible for :

- Providing advice and developing, implementing and evaluating communication strategies and plans in accordance with agreed objectives and budgets, using sound judgement


- Designing and implementing internal and external communication, consultation and engagement plans to support organisational and/or safety initiatives using new and innovative approaches
- Utilises problem solving, whilst interpreting a variety of information to develop and write engaging content for use across all internal and external communication channels including speeches, talking points, Flight Safety Australia magazine, digital, web, newsletters, bulk emails, news articles, media releases, social media and printed products
- Contributing to stakeholder and industry engagement activities (including advocacy, proactive public relations, public consultation, events and webinars), helping to build trust with stakeholders
- Reviewing, editing and publishing content across a range of channels including social media
- Using research and behavioural insights to deliver communications that consider the communication preferences of the target audience, both internally and externally
- Develop and manage contacts and relationships with stakeholders, whilst working cooperatively and collaboratively with internal and external stakeholders to achieve mutual outcomes
- Overseeing the work of junior staff in the section, including reviewing and monitoring their work, providing mentoring, and managing workload pressures
- Accountability for determining the strategic direction for the work area
- Managing contracted services such as research agencies and other suppliers to deliver on agreed outcomes
- Appropriately managing resources, time and workload to ensure delivery, quality, and attention to detail
- At all times, acting consistently in accordance with the CASA values and behaviours
- Promoting workplace safety, equity and diversity, participative management and environmental management practices in the workplace
- Coordinating responses to media enquiries and participating in an on-call, out of hours media roster (media roles only)
- 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:

- Extensive experience in a relevant communications role
- Relevant tertiary qualifications or a minimum 5 years' experience in a similar role
- A proven ability to write copy and communicate complex and/or technical information in plain language appropriate to the target audience/s across a variety of mediums
- Demonstrated experience in providing high level strategic advice to executives and senior managers
- Exceptional interpersonal, communication and relationship building skills
- Excellent time management skills with an ability to adapt and manage multiple tasks/projects with changing and competing priorities while maintaining a high level of attention to detail
- Experience working within a regulatory, government or technical environment (not essential).

## 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 LGBTIQ+ 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 2-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 or complete a short writing test 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](#) by emailing [adriane.morton@randstad.com.au](mailto:adriane.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](mailto: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 energised 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, CASA Aboriginal and Torres Strait Islander Employee Network and the LGBTIQ+ 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](#)