



CS3B - Campaign Communication, Communication Coordination - various roles

Branch	Engagement, Communications and Safety Education
Division	Stakeholder Engagement Division
Location	All locations considered
Classification	CS3B
Salary	\$79,981 - \$86,801 + 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:

- Campaign communication officer
- Communication coordinator

While these roles are varied, they will all involve working under general supervision as a 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 within a general framework of recognised CASA procedures and guidelines.

About the role

These roles are responsible for:

- working independently to contribute to the development of communication strategies and campaigns
- utilises judgement to lead the implementation of communication initiatives
- 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, speaking notes, virtual assistant content, media releases 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
- building and fostering relationships across CASA's diverse business units
- evaluating communication activities, such as analysing and reporting readership figures
- helping to manage and monitor communication channels
- managing communication schedules, timeframes and scheduling communication activities
- providing advice and support to business areas on a range of communication activities
- supporting less experienced peers, senior communication officers and the broader Engagement, Communication and Safety Education Branch on initiatives, as required
- 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

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:

- Relevant tertiary qualifications and/or relevant experience in communication, journalism, public relations and/or marketing
- Excellent writing, editing and oral communication skills including
- A high level of attention to detail
- A understanding of the development and implementation of communication strategies and campaigns
- Good time management skills
- The ability to communicate and work well with internal and external stakeholders
- Experience in creating content for and publishing on digital platforms such as web and social media

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 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 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 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](#)