



Director of Communications

Position Description and Duty Statement

Organisational context

The Academy of the Social Sciences in Australia is an independent, not-for-profit Learned Academy dedicated to advancing the social sciences. Comprised of over 700 Fellows who are leaders in disciplines including economics, history, education, law and sociology, the Academy promotes social science research to address complex issues, inform policy and improve society.

Position Overview

The Director of Communications is responsible for leading the Academy's communications strategy, external engagement and public profile. This includes managing branding, media relations, events promotion, as well as creating and overseeing impactful communication aligned with the Academy's mission to promote the value of social sciences in Australia.

This role offers a flexible job-share opportunity and supports hybrid working arrangements, fostering an inclusive, collaborative and dynamic workplace culture.

Position Information

Reports to:	CEO
Responsible for:	Events and Communications teams (3 staff; one jointly supervised)
Classification:	Academy Director step 1
Tenure:	Continuing, following satisfactory completion of probation period
Work hours:	Full-time, job-share (up to 1.2FTE across two people) or part-time (0.7FTE minimum) with flexible hours
Travel:	Some day and overnight interstate travel required
Work type:	Onsite with flexibility to work from home
Location	Canberra, Ngunnawal Country
Reviewed:	December, 2024

Key responsibilities

Strategic Communications Leadership

- Develop and implement a comprehensive communication strategy to elevate the Academy's profile and align with its strategic plan.
- Provide expert advice on media engagement, public messaging and stakeholder outreach to support the Academy's activities.
- Prepare the CEO, Fellows and staff for public engagement opportunities.

- Work with the Academy's Policy Director to ensure effective media and social media monitoring and the promotion and coverage of the Academy's policy activities.

Branding and Content Management

- Oversee the development and implementation of the Academy's brand and style guidelines to ensure consistent, high-impact communication. This will include management of both in-house and outsourced graphic design and production.
- Manage content creation across digital platforms, including newsletters, social media and websites (Academy, Social Sciences Week and other initiatives).
- Edit, arrange design, and promote educational resources, including materials for schools and special events and support the Academy's international team communication needs as required.

Events and Campaigns

- Coordinate and promote key events, including Social Sciences Week, Academy symposia, public lectures and award presentations.
- Collaborate with internal teams to ensure events are professionally executed and meet engagement objectives.

Media and Stakeholder Engagement

- Foster relationships with media outlets, including ABC Radio National, The Conversation and other key publications.
- Coordinate proactive and reactive media responses.
- Liaise with policymakers, Fellows and academic institutions to maintain strong networks and partnerships.

Team Collaboration and Leadership

- Support the Communications Manager, Education and Communications Officer, and Events and Admin Officer to deliver on their responsibilities.
- Provide leadership to a geographically dispersed team, encouraging a collaborative and productive working environment.

Selection criteria

Qualifications and Experience

- Demonstrated experience in leading communications strategy and operations, preferably in a not-for-profit or academic environment.
- Proven success in media relations, digital strategy and public engagement.
- Experience in event coordination, stakeholder management and project delivery.
- Tertiary qualification/s in the fields related to communications, public relations, stakeholder engagement, marketing and/or 5 or more years of relevant professional experience.

Skills and Competencies

- Strong leadership and interpersonal skills with a proven ability to foster collaboration and trust within a team.
- Excellent written and verbal communication skills, with attention to detail and creativity in content creation.
- Proficiency in digital platforms, social media management and content editing tools.
- Strategic thinking and ability to align communication activities with organisational goals.

Application process

The position description and selection criteria, along with instructions for applicants are available at: www.socialsciences.org.au/careers

To apply for this role please submit your application by email to chris.hatherly@socialsciences.org.au by **Friday 31 January, 2025**.

Applications should include a cover letter (1-2 pages), a written response to the selection criteria (2-3 pages max), a CV with details for at least two referees.

To discuss your interest in the role please feel free to contact Chris Hatherly, the Academy's CEO by email (chris.hatherly@socialsciences.org.au) or phone (0417 209 425).

The Academy of the Social Sciences in Australia is an equal-opportunity employer. It welcomes and encourages applications from Aboriginal or Torres Strait Islander people, LGBTQIA people, people living with disability and those from culturally and linguistically diverse groups.