



## POSITION DESCRIPTION

<b>Position Title:</b>	Advisor, Communications and Sponsorship
<b>Institute / Division / Business Unit:</b>	Chief Operating Officer Group
<b>Section or Unit:</b>	Corporate Affairs
<b>Classification:</b>	Band 4
<b>Position Description Number:</b>	PD-1696
<b>Work Contract Type:</b>	Professional

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### Primary Objectives

The primary objective of the Advisor, Communications and Sponsorship is to support the ANSTO Corporate Affairs team with administrative support services. There may be some opportunity to coordinate and deliver ANSTO's sponsorship program to ensure it supports ANSTO'S strategic objectives and achieves the appropriate ROI against the sponsorship portfolio.

### Organisational Environment

The Australian Nuclear Science and Technology Organisation (ANSTO) is one of Australia's largest public research organisations and custodian of much of our country's landmark and national science infrastructure, including the OPAL nuclear research reactor, the Australian Synchrotron, the Centre for Australian Science and neutron beam instruments.

More than 500 scientists, engineers and technicians work at ANSTO to answer the most important questions society faces today; whether in the area of health, environment, the nuclear fuel cycle or providing solutions for industry.

The ANSTO Corporate Affairs Team sits within the Chief Operating Officer Group and is responsible for internal and external communications at both a strategic and tactical level within, and for ANSTO as well as Government Relations and International Affairs.

### Position Environment

The Advisor, Communications and Sponsorship reports to the Corporate Affairs Director and works closely with the wider ANSTO Corporate Affairs Team.

The position's key internal customers include all business and research areas. The role includes provision of administrative support to the GR, IA and Communications and Stakeholder Engagement teams.

### Key Accountabilities

The key accountabilities for this position include:

- Provide administrative support to members of the Corporate Affairs team including diary management, team meeting preparation, some travel bookings, invoice processing and the like.
- Coordinate and where appropriate lead the day to day delivery of externally facing ANSTO's communication programs including the sponsorship portfolio, signage, advertising and publications;

- Support the coordination of internal, external and community events including logistics, venue scoping, event activities, branding, budgetary control/tracking, event support and presence
- Contribute to and provide support to the ANSTO Corporate Affairs team through participating in projects, coordinating divisional activities
- Manage ANSTO's signage both internally and externally including but not limited to the front gate sign, welcome sign, wayfinding boards, street flags, pull up banners, tear drops and exhibition signage.
- Manage ANSTO's merchandise portfolio including the development of items to suit a range of different audiences. Manage the stock, access and warehousing of merchandise, publications and portable signage; ensuring these available via the ANSTO staff intranet.
- Facilitate professional representation of ANSTO and its activities at partnership opportunities such as events or symposia and represent ANSTO where appropriate
- Experience with forecasting, budget management and reporting,
- Complete activities/tasks within time, scope and budget, work co-operatively and share information within the team, take initiative and offer assistance to others and follow through on requests within agreed timeframes;
- Undertake additional duties as required

### **Challenges**

The major challenges for this position include:

- Managing a range of different internal stakeholders with various objectives and deadlines.
- Manage competing priorities and ensure attention to detail in particular paying close attention to key dates and deliverables for ANSTO's corporate affairs team.

### **Special Requirements/ Physical Requirements**

- Working in different areas of ANSTO as needed
- Willingness to work extended and varied hours based on operational requirements.
- Satisfy ANSTO Security and Medical clearance requirements.

### **Work, Health & Safety Accountabilities, Responsibilities and Actions**

ANSTO is committed to delivering excellence in WHS performance based on ANSTO's core values. All employees are responsible for undertaking their activities in a safe manner and co-operating and complying with WHS requirements and to improve WHS in their workplace by taking a proactive approach to WHS, using appropriate controls, working safely to reduce risk to self and others, and reporting unsafe work practices, equipment, incidents and near misses.

The specific role, as specified in [AG-2362](#) of the ANSTO WHS Management System, which defines the accountabilities, responsibilities and actions allocated to this position is:

- All Workers; and
- other specialised roles identified within the guideline the position holder may be allocated to in the course of their duties.

**Knowledge, Skills and Experience**

1. Degree in Communications or Marketing desirable but not essential
2. Excellent verbal and written communication skills including an ability to liaise at all levels within the organisation and externally as a representative of ANSTO
3. Demonstrated experience in coordinating the production of marketing and communications material and co-ordinating/managing events;
4. Experience updating intranet and/or internet content management systems;
5. Highly developed administration, organisational and departmental co-ordination skills;
6. Demonstrated ability to plan, juggle and prioritise multiple tasks/projects and meet strict deadlines, budget parameters and negotiate with suppliers
7. Proven capability to effectively communicate, consult and influence key internal stakeholders, including senior executive, with minimal supervision to achieve optimal outcomes.
8. Experience with forecasting, budget management and reporting,
9. Personal qualities that add value to a team operating in a high level professional service environment;

**Organisation Chart**

See attached.

**Verification**

This section verifies that the Institute Head / General Manager or delegated senior officer within the division has read the Position Description and is satisfied that it accurately describes the position

Signature and date .....