

Policy and Communications Officer Position Description

7 June 2023

Job location

Canberra, ACT/hybrid/remote

Classification

.8 FTE

Salary

\$84,019 FTE

Term

Initial one year contract with possibility of extension

Hours

28 hours per week

Superannuation

17 per cent

Qualifications

Bachelors Degree

At least two years' experience in a policy/research and/or communications role

Organisational structure

The Policy and Communications Officer reports to the Executive Director

Benefits of working with DASSH

DASSH is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities. Our office is based in Canberra and hybrid work is encouraged. Fully remote working arrangements will be considered.

About DASSH

DASSH represents nearly 300 Deans, and Associate and Deputy Deans, from 43 universities across Australia and New Zealand (Aotearoa). Our members lead schools and faculties that teach hundreds of thousands of students and several thousand scholars in the Humanities, Arts and Social Sciences disciplines.

DASSH advocates for our disciplines and for greater equality and representation in higher education through engagement with media, government, the community, members and other organisations in Australia and New Zealand (Aotearoa).

We partner with national and international organisations, work closely with bodies such as the Australian Research Council and the Learned Academies and enjoy relationships with experts and leaders from the higher education sector around the world.

We support our members, through networking events, professional development opportunities, an annual conference and briefings and communications. We also have a Network of Associate and Deputy Deans dedicated to providing professional development and advancement opportunities for emerging leaders.

Since its inception in 2009 the role and function of DASSH has changed over time and in the past two years the focus has been on raising the profile of the organisation, our members and our disciplines through increased external engagement.

DASSH is a small organisation led by an Executive Director and a voluntary Board comprised of Deans from around Australia and New Zealand.

About the role

The Policy and Communications Officer will play a key role in achieving DASSH's goal of increasing its advocacy efforts and research output. Their main function will be to research and write policy submissions, to conduct research projects under the guidance of the Executive Director and to write communications material that supports the work of the organisation.

This is an opportunity to grow your skills and knowledge with scope for helping shape and drive the research output and advocacy campaigns we deliver.

We are currently exploring options for a collaborative blog with contributions from experts around the world which would provide scope for editorial engagement and further develop your policy knowledge.

DASSH is a small organisation which means the nature for the role will evolve over time and all staff dedicate some time each week to delivering events, member engagement and keeping the website up to date.

Key duties and responsibilities

- Leads the coordination and development of submissions, policy position statements, research briefs and other advocacy materials.
- Monitors State, national media and parliamentary proceedings to identify existing and emerging issues.
- Develops, writes, and edits communications materials (blog posts, social media content, newsletter for example)
- Supports the Executive Director and key stakeholders in their communications with members
- Generates original ideas and innovative solutions through the provision of specialist know how and advice as appropriate.
- Sets priorities and monitors workflows and systems within an area of responsibility
- Innovates within own function and takes responsibility for outcomes, including the development of strategies.
- From time to time supports or coordinates meetings and assists in annual conference planning.
- Assists in maintaining the member database.
- Is proficient with Canva, Eventbrite, Mailchimp and Wordpress

Skills and knowledge:

- Bachelor's Degree with at least two years' subsequent relevant experience.
- Experience in/knowledge of higher education policy
- Interest in advocating for the Arts, Social Sciences and Humanities
- Effective research and analysis skills (including quantitative and qualitative), needed to build an evidence base from which you will work.
- Aptitude for using social media with a focus on LinkedIn and developing online content
- A flexible and adaptable approach, in order to respond to shifting priorities and an evolving external environment.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- Excellent communication and interpersonal skills
- Proven analytical and problem-solving capability.

Professional development

DASSH commits to an annual professional development program to be devised between the President and Executive Director on an annual basis.

To apply please email office@dassh.edu.au with your CV and a personal statement no longer than two pages long telling us why you are the best person for this role by Sunday 25 June.

Please contact Executive Director Jane Ryan at jane.ryan@dassh.edu.au if you have any questions.