



POSITION DESCRIPTION

Position:	Communications Manager (maternity leave cover)
Employment type:	Fixed term contract commencing 3 December 2024 until 14 November 2025
Work fraction:	0.8 or full-time
Department:	Marketing, Communications and Events
Reporting to:	Director, Marketing, Communications and Events
Salary Range:	Band Level 4, FTE \$100,000-\$110,000 plus 17.5% leave loading plus 11.5% superannuation
Contact:	Kate Elix – Director, Marketing, Communications & Events
Date:	October 2024

POSITION SUMMARY

The Communications Manager is responsible for ensuring the College's internal and external written communications, are developed at the highest standard and are reflective of the College's ethos and values. Operating under the broad direction of the Director - Marketing, Communications and Events, the Communications Manager will be responsible for managing and delivering a broad range of communication activities focused on enhancing the College's reputation as a leading academic institution. The role includes managing written material for print and digital communications across the College.

SELECTION CRITERIA

1. A tertiary qualification in communications, professional writing, journalism, editing or public relations.
2. At least 5 years senior experience in a communications position.
3. Demonstrated track record of developing communications for diverse audiences.
4. Demonstrated experience and ability in creating print and digital communications.
5. Demonstrated editing and/or journalistic capabilities.
6. Ability to align communication strategies with organisational strategy.
7. Previous experience using a content management system for website updates.
8. Familiarity with Microsoft 365 products.
9. Ability to build rapport to establish constructive, effective relationships with colleagues at all organisational levels.
10. Ability to meet tight deadlines.
11. Strong attention to detail.
12. Strong photography skills and some video editing and graphic design experience will be highly regarded.

KEY RESPONSIBILITIES

1. Lead the editorial direction, design, production, editing and distribution of all print and digital publications for the College, including marketing material, student handbooks, prospectuses, staff manuals and fundraising materials.





2. Manage the College's content calendar including developing ideas, interviewing subjects, writing stories and sourcing photos for the website and publications.
3. Work with external agencies to produce videos as required.
4. Evaluate and edit College communications and messages and ensure consistency.
5. Provide a high level of proofreading for all communication materials across the College including brochures, flyers, web and advertising copy, and newsletters.
6. Uploading stories and creating e-newsletters via the content management system.
7. Provide high-level speechwriting for the College executive as required.
8. Attend College events, on occasion, to report on events through written and visual content.
9. Manage the production of the College's annual magazine, *Trinity Today* including writing articles, editing and proofreading.
10. Support the College's crisis communication plan by developing communications during a time of crisis if required.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa.
- Applicants will be required to provide copies of academic and other qualifications if successful.
- The successful applicant must hold, secure, or be in the process of securing, a Working with Children Check.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children, and to providing a culturally safe and inclusive environment for those from diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:





TRINITY COLLEGE

THE UNIVERSITY OF MELBOURNE

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

