

<b>POSITION TITLE</b>	<b>Research Communications and Engagement Coordinator</b>
<b>POSITION TERM</b>	<b>12 Months fixed term</b>
<b>FUNCTION / DEPARTMENT</b>	<b>Research</b>
<b>REPORTING MANAGER</b>	<b>Director, Research</b>
<b>No. DIRECT REPORTS</b>	<b>0</b>
<b>LOCATION</b>	<b>Sydney or Melbourne</b>
<b>APPROVED BY</b>	<b>Dean &amp; CEO (IF NEW ROLE OR CHANGES TO EXISTING)</b>
<b>APPROVAL DATE</b>	

## ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

The School delivers education programs, accredited and non-accredited (customised and open-to-market professional learning), research and a range of related services to build capability in and support effective ethical public governance, administration and public policy. It brings together academic and practitioner experts from across our member governments and around the world to cater to current government and public sector learning and development needs and anticipate and address future government and public sector challenges.

## ABOUT THE POSITION

Reporting to the Director of Research and Knowledge Translation, the **Research Strategic Communications and Engagement Coordinator** will support and contribute to the development of the Research Program within the Academic portfolio as guided by the strategic objectives of ANZSOG. This includes supporting the School's intellectual environment through the execution of ANZSOGs academic outreach and fellows initiatives and organising and mobilising research content for our jurisdiction stakeholders and audiences. This will involve planning, development and management of agreed materials and initiatives consistent with the Research Program objectives.

### Key Accountabilities

The **Research Communications and Engagement Coordinator** will work with the Director of Research and Research Team **to deliver value to ANZSOGs members and partners** by supporting academic and scholarly engagement programs to meet challenges and opportunities in contemporary public governance theory and practice. Externally, a key accountability rests in how we build respect for and leverage the relationships and expertise among our partners, clients and stakeholders as a collaborative community. The work of this role will include communications monitoring and information sharing among our academic and practitioner communities and promoting activities of our resident and visiting academic fellows.

A feature of ANZSOG research in 2025 will be establishing a new program of resident and visiting academic fellows. The role will help ensure our fellows are supported and enabled to execute their immediate programs and also contribute to a thriving culture of collaboration and exchange with our

institutional partners and stakeholders.

The **Research Communications and Engagement Coordinator** will also contribute to the School's profile as a leading institution by supporting research translation activities aligned with Research Program strategy implementation. This may include liaising with research team members and marketing and communications to establish systems and coordinate production schedules and target audiences, co-developing media resources for the ANZSOG research website and evaluating engagement.

#### **KEY FUNCTIONAL RESPONSIBILITIES AND ACCOUNTABILITIES**

Work collaboratively and under direction to:

- Develop and support quality processes to deliver against schedules for strategic research communications. This includes ensuring that a schedule of research outreach and exchange is aligned with/informs ANZSOG production cycles as well as working with partner needs.
- Undertake systematised collection of information/feedback on external engagement with translated materials and with fellows' activities – uptake and impact.

#### **Engagement**

- Provide coordination and support in developing and promoting a collegial and impact-oriented environment for resident/visiting academic fellows relevant to Research program objectives.
- Ecosystem mapping for knowledge exchange: Maintain and leverage accurate information on relevant activities, partnerships, and outputs of our research partners and their fields (institutes/centres and individuals) and public sector agency needs and interests.
- Participate in regular meetings and other internal governance structures, and external stakeholder consultations as required.

#### **Research Translation**

- Triage research translation materials and activities as scheduled to support accessible and engaging collateral. Undertake internal and external liaison to ensure the production and dissemination of collateral.
- Co-produce and coordinate bespoke materials, for example, low-cost audio-visual collateral for website (e.g. re-packaging excerpts from recorded presentations), leveraging automated digital technology as appropriate.
- Support translation and dissemination of research through internal briefings and presentations and external reports and communications.
- Other duties as required, consistent with ANZSOG's values

#### **QUALIFICATIONS / EXPERIENCE**

- A degree in social sciences or communications (e.g. journalism)
- At least 3 years' work experience in either the public sector, university sector, or research/policy institutes, and a deep understanding of public administration and governance.
- Demonstrated capability in supporting research including information and project management, monitoring and evaluation

- Strong written and verbal communication skills, and an ability to communicate in a variety of forms including formal and informal correspondence, briefs and reports for professional audiences.
- Proven ability to translate *research* findings into accessible summaries, digests or presentations tailored to different audiences.
- Excellent relationship management skills, with a proven ability to build and maintain productive working relationships internally and externally
- Event planning and management experience in academic, government or NGO sector (e.g. organising roundtables and workshops)
- Ability to work flexibly and adaptably across projects and teams to support organisation-wide outcomes

#### DESIRABLE

- Postgraduate qualifications

#### **ANZSOG VALUES**

ANZSOG is a values-based organisation which means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, and we aim to ensure that they infuse our behaviours and attitudes as members of the ANZSOG community.