



## Position Description

### Policy and Communications Manager

**Employment Type:** Fixed term contract, Full-Time, part-time/flexible arrangements considered

**Reports to:** CEO, Transparency International Australia

**Line reports:** N/A

**Salary:** AUD 110,753 p.a., plus superannuation.

**Location:** Melbourne preferred, other locations considered

### Organisational Context

**Transparency International (TI)** is a global movement, composed of more than 100 national chapters worldwide and an International Secretariat in Berlin, Germany. We are united by our shared vision: a world in which government, business, civil society and the daily lives of people are free of corruption.

**TI Australia (TIA)** has operated as an accredited TI national chapter since 1995, focusing on ways in which Government and Australian-based companies and institutions can address corruption issues both in Australia and abroad. TIA is leading global work on tackling corruption in the mining sector (the *Accountable Mining Programme*) on behalf of the global TI movement. TIA leads the *Accountable Infrastructure Programme*.

### The Role

The full-time role is for an initial one year contract with strong likelihood of ongoing employment.

The Policy and Communications Manager will lead the development and communication of TIA's research, policy and campaign material.

The Policy and Communications Manager will work closely with the CEO, all members of the TIA team, the TIA Board and external stakeholders to advance TIA's policy and advocacy work across TIA's strategic work streams through targeted communications, research, publications and engagement.

The Policy and Communications Manager will manage the development of publications for TIA programme and project work (Accountable Mining, Accountable Infrastructure), and other research and projects that may be undertaken by consultants.

The position includes the management of launch and communications of TIA publications and positions, through the website, media, social media, digital campaigns, supporter engagement, events and support for public funding campaigns.

The position requires internal communication and occasional collaboration across the TI Movement, including Chapters, regional teams, and the TI-Secretariat.

## Key Duties

1. **Strategic development:** Support the CEO in TIA's strategic development and annual operational planning, monitoring and evaluation in line with TIA's core strategic priority work streams.
2. **Research and publications:** Produce annual report and research publications aligned to the TIA strategic plan, including for position and briefing papers, reports, factsheets, and blogs. Coordinate any publications written by Board members, Advisers and consultants to ensure alignment with the TIA editorial guidelines and agreed strategic priorities. Support publications from the Infrastructure and Mining programs.
3. **Government Relations:** Monitor Australian political policy developments, and in collaboration with the CEO and relevant Board members, draft submissions to parliamentary inquiries, correspondence with MPs and government departments.
4. **Stakeholder engagement:** Collaborate with partners and allies as appropriate to progress a shared vision of transparency and accountability and a multi-stakeholder approach to support project activities and TIA's strategic objectives.
5. **Communications and media:** Manage communications and media, including media campaigns and engagement, media monitoring, media liaison, media briefings for the CEO and developing media messaging and talking points for the CEO. Manage website content and design, and liaising with external website developers. Communicate publications launches, i.e., pitch to media, upload and profile on website, through social media and sharing with members, supporters, peers, donors and other stakeholders.
6. **TI Movement engagement:** Liaise with the TI Secretariat, the TI Pacific Team, and other relevant regional/global organisations to contribute to regional and global projects, research and events, providing policy/ technical guidance to chapters and planning new potential areas of research for TIA.
7. **Public membership and supporter engagement:** Produce the regular TI Australia newsletter and the Annual Report, campaign emails and manage launch events for all publications.
8. **Board engagement:** Work with the CEO, Board of Directors and their relevant committees to drive action on our agreed key work areas.
9. **Fundraising:** Assist the CEO with providing content for funding proposals as relevant and as

time allows.

10. **Other duties** as may reasonably be undertaken within workload and aligned with agreed strategic priorities

### **Key Competencies**

To be successful in this role, the Policy and Communications Manager will need to have:

- relevant professional qualifications in communications, PR, journalism, politics or a related field or experience in a similar role
- 5+ years of directly relevant work experience
- demonstrated experience in producing successful digital content for different platforms including Facebook, Twitter, and LinkedIn
- be a skilled communicator with a passion for distilling complex issues into easily understandable and accessible language to share with a broad ranging audience
- demonstrated experience in undertaking research, policy analysis and linking this to a strong communications and advocacy strategy
- a demonstrated history of building and maintaining strong networks
- demonstrated experience of engaging/ working with the media
- a good design eye and an ability to work with external support (web designers, graphic designers, photographers) to continue to build the visual and external profile of Transparency International
- experience in Wordpress or similar interface to manage the Transparency International Australia website
- have demonstrated experience of engaging/working with or within civil society organisations, and a sound understanding of their role in advocating for change
- a track record of working in small teams, be highly motivated, able to work independently when required, and multi-task; and
- fluency (written and spoken) in English required, with other languages being an asset

### **Personal characteristics**

The Policy and Communications Manager will demonstrate the following qualities:

- able to work collaboratively and flexibly with multiple and culturally diverse stakeholders (internally and externally);
- comfortable working in a small office and from home as required as an integral member of a team
- a high level of personal maturity, self-awareness, self-management, and integrity;
- energy, drive, resilience and focus, and the capacity to flourish when responding to complex and competing demands;

- demonstrated ability to develop creative solutions to complex problems; and
- passionately committed to transparency and anti-corruption and motivated by the challenge and opportunity of making a positive difference by combatting corruption both in Australia and around the world.

TI Australia is an equal opportunity employer.

For **more information on the work of Transparency International** please visit:

[www.transparency.org.au](http://www.transparency.org.au)

or email: [info@transparency.org.au](mailto:info@transparency.org.au)