

POSITION DESCRIPTION



Position	Communications Officer
Level/Classification	HEW0404
Reports to	Media and Government Manager
Unit	Marketing & Communications
Directorate	Marketing & Communications Office
Positions Supervised	Nil

Position Purpose

As an early-career member of the Marketing & Communications Office, the Communications Officer plays a key developmental role in supporting the delivery of high-quality media, communications, and engagement activities aligned with the University's strategic priorities. Under the guidance of the Media and Government Manager, this role offers hands-on experience across a wide range of communications functions. It is designed to build core capabilities in media relations, digital content creation, stakeholder communication, and strategic storytelling—equipping the incumbent for future career progression in media and communications.

This role is ideal for a recent graduate with a passion for writing, media, and public engagement, and offers structured development, mentoring, and on-the-job learning opportunities.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.

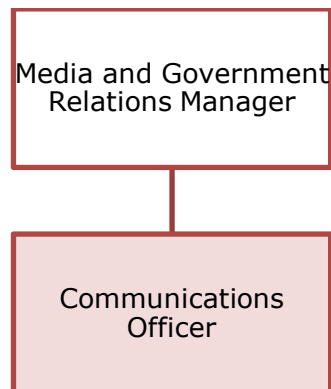
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Marketing and Communications Office is a group of committed professional services staff dedicated to inspiring people to choose Murdoch. Through brand, marketing and communications strategies we enhance the reputation of the University, drive future growth and lead employee communications. The team share the work of Murdoch University's academics, researchers, staff and students with the Murdoch community, as well as domestic and international audiences.

Reporting Relationships



Key Responsibilities/Duties

Content Creation and Editing

1. Assist in drafting, proofreading, and editing content for University newsletters, social media, website, and other publications.
2. Support the preparation of communication materials including strategies, discussion papers, and media releases.

Media Support

3. Support the team in researching, drafting, and distributing media stories.
4. Assist in monitoring media coverage and maintaining the media contact database.

Stakeholder Communication

5. Contribute to the preparation of communications for internal and external stakeholders.

6. Assist in identifying opportunities to repurpose content for various platforms including social media, Yammer, and forums.

Reporting and Administration

7. Support the collation of communication metrics and reporting tools.
8. Help maintain archives of editorial content, biographies, speeches, and communication plans.

Templates and Writing Culture

9. Assist in the development of templates, writing style guides, and staff resources that support clear and consistent communication.

Team Collaboration and Learning

10. Participate in regular team meetings and contribute ideas for continuous improvement.
11. Complete training modules and learning activities aligned with communications capability development.

Project and Calendar Support

12. Assist with tracking media calendars, expert databases, and training lists.
13. Provide general administrative support across the Communications team as needed.
14. Any other duties as required.

Selection Criteria

Essential

1. Completion of a relevant degree.
2. Demonstrated effective communication and interpersonal skills.
3. Well-developed computing skills and experience using word processing, spreadsheets and database software.
4. Demonstrated experience in managing and providing excellent customer service by recognising and meeting clients' needs.
5. Demonstrated effective organisational skills and the ability to prioritise workload.
6. Demonstrated ability to meet deadlines with an attention to detail.
7. Ability to work independently as well as part of a team.

Desirable

1. Demonstrated experience working with students in an education setting or institution.
2. Knowledge of the principles underlying "The First Year Experience".
3. Experience in providing information, advice and pastoral care to students.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.

2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure. (Please check the Employee Background Checks Procedure if the role requires this).
3. Any role specific requirements e.g. work between two campuses etc.
4. Occasional overseas/interstate travel/travel within the state may be required.
5. Regular shiftwork.
6. Some after hours work may be required.
7. Occasional weekend work.
8. Current "C" class driver's licence
9. Current Working with Children Check WA
10. Ability to work outside of normal office hours when required.

General Obligations

- While at work, an employee must:
- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All staff complete a Career Development Conversation annually to discuss their career aspirations and growth opportunities.

All Staff undergoing a probation period are required to set probationary objectives with their leader within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.