

Position Description

Position Title:	Communications Officer
Team:	People Team
Employment Status:	Full-time, ongoing
Reporting to:	Communications and Marketing Manager

About Unison

Unison is a not-for-profit organisation that works to reduce disadvantage and social exclusion by creating communities that thrive. We improve housing outcomes by leveraging our culture, partnerships, experience and our approach to innovation to create secure, sustainable homes and facilitate support and choice for people to positively engage in their community.

We believe that affordable housing is the foundation on which to build a life of value but that a good life takes more than just housing. A good life takes place in a community. Unison also assists over 3,500 people who are homeless or at risk of homelessness each year.

Position overview

Unison's People Team acts as a trusted partner across all departments and locations to deliver a strategic people experience and programs. The People Team ensures everyone's voice is heard at Executive levels, champions change and supports and empowers our people towards high performance.

The Communications Officer is responsible for bringing Unison's internal and external communications strategy to life online, across our sites and for our stakeholders. The role will be critical for creating contemporary, timely, purpose-driven and relevant communications to ensure the right information gets to the right audience at the right time.

Position responsibilities

- Support the Communications and Marketing Manager to develop and implement Unison's communications strategy and deliverables under the operational plan
- Evaluate and report on Unison's impact and engagement on its various platforms and tailor communications approaches and content accordingly
- Establish a digital content calendar to ensure regular and planned social media content
- Assist with the graphic design of posters and printed materials
- Provide support to Team Managers and Leaders in coordinating events and outreach activities
- Maintain website and intranet information to ensure it's accurate and up-to-date

- Work closely with the Senior People Partner to advise on internal communications briefs and support the roll out and staff engagement with People Team initiatives
- Prepare and distribute EDMs
- Create proactive, positive and collaborative working relationships across Unison's teams and work sites, to ensure communications content is meeting organisational and operational needs
- Promote and model Unison's values and Code of Conduct in all interactions with colleagues, renters, clients and the broader community
- Be flexible and undertake any other duties as reasonably directed

Key selection criteria

- Knowledge of principles of effective communication
- Experience developing engaging, for-purpose communications and content across social media platforms, website and intranet
- Experience using a variety of communications mediums including video, graphic design, briefs, newsletters, social media content etc., or the ability to quickly learn
- Adept at tailoring communications to the desired audience, adjusting tone, literacy level and language as needed
- Highly organised and efficient with an ability to prioritise competing queries
- Strong attention to detail, with an ability to work and prepare correspondence quickly and accurately
- Exceptional professional written and verbal communication skills, with an ability to influence and engage with people at different levels of an organisation
- Ability to show initiative and work autonomously, with a high level of enthusiasm, resilience and positivity

Desirable

- Skills/experience in professional quality video editing

Safety and wellbeing

Staff may be required to interact with Unison's tenants and members of the public across Unison's locations in emotionally heightened situations, and therefore need to represent Unison professionally and calmly, and apply safe work practices outlined in Unison's safety and wellbeing policies and procedures.

Smoking, vaping, e-cigarettes, alcohol or illicit drugs are not permitted to be consumed on any of Unison's premises by staff.

Employment conditions

All staff must be able to perform their duties in varying conditions and locations across Unison's sites.

Unison is committed to protecting children and vulnerable people who have contact with our service. It's an inherent requirement of employment for all staff to have a current Working With Children Check and relevant, clear Police Check.

Equal employment opportunity

Unison is committed to creating a safe, inclusive and supportive workplace that reflects the community we serve. People who may be Aboriginal and/or Torres Strait Islander, are culturally, linguistically, LGBTIQ+, age, gender or ability diverse, or have a disability, are encouraged to apply for positions at Unison as part of our Reconciliation Action Plan and Diversity and Inclusion Strategy.