

POSITION DETAILS	
Position title:	Collaboration and Communications Manager
Reports to (position title):	Executive Officer
Location:	Canberra
Work type:	Flexible working arrangements considered
Special conditions:	Out of standard work hours will be required Interstate travel will be required.

POSITION SUMMARY
<p>The Council of Rural RDCs provides a structure through which the Rural Research and Development Corporations (RDCs) work together on matters of common interest. The role of the Council is to support and facilitate the RDCs where collective effort will have greater impact. The Council operates on behalf of all RDCs to promote, strengthen and provide advocacy for Australia's highly regarded rural RDC model, the research investment made and the benefits delivered.</p> <p>The ambition of the Council is to ensure Australia's rural industries are thriving through innovation, now and into the future. It builds on the work of the Rural RDCs who invest in research, development, technology transfer and adoption, and in some cases market access, market development and promotion, to deliver economic, environmental and social benefits for producers, rural industries, rural and regional communities and the nation.</p> <p>The Council has endorsed a Strategic Approach which focuses on supporting effective collaboration and co-investment by the RDCs; monitoring, evaluation, impact assessment and reporting of performance and impact; and stakeholder engagement and communications to position the RDCs as leaders of rural innovation.</p> <p>The Collaboration and Communication Manager is responsible for:</p> <ul style="list-style-type: none"> • Supporting implementation of the Collaboration and Co-investment Framework • Maintaining, delivering, measuring and reporting on the Stakeholder Engagement and Communications Strategy • Fostering relationships across the RDCs and with external stakeholders

KEY RESPONSIBILITIES AND OUTCOMES	
<ul style="list-style-type: none"> • Collaboration and co-investment 	<ul style="list-style-type: none"> • Manage collaboration and co-investment framework implementation • Maintain an understanding of communication activities for cross-RDC initiatives and manage opportunities for further promotion • Collate and analyse data and information about RDC collaboration • Identify and make recommendations on improved systems and processes • Support key cross-RDC forums including RDC R&D Managers, Business Managers and Communication Managers
<ul style="list-style-type: none"> • Stakeholder engagement 	<ul style="list-style-type: none"> • Develop sustainable relationships with RDC and external stakeholders including government and the media. • Timely and professional responses to relevant inquiries, including drafting and editing submissions to Parliament
<ul style="list-style-type: none"> • Communications 	<ul style="list-style-type: none"> • Develop and drive internal and external communications activities in line with Council priorities.
<ul style="list-style-type: none"> • Reporting 	<ul style="list-style-type: none"> • Develop reports to support collaboration, stakeholder engagement and communications. • Manage measurement and reporting of external engagement.
<ul style="list-style-type: none"> • Media relations 	<ul style="list-style-type: none"> • Apply sound judgement and strong expertise to lead media relations and media management • Monitor media issues relevant to the RDCs and the Council • Identify media opportunities, draft and edit material for publication

<ul style="list-style-type: none"> Digital communications 	<ul style="list-style-type: none"> Maintain the Council’s web presence Manage the Council’s social media channels
<ul style="list-style-type: none"> Issues management 	<ul style="list-style-type: none"> Provide strategic counsel to the business, with a specific focus on reputational risk and issues management.
<ul style="list-style-type: none"> Other 	<ul style="list-style-type: none"> Other reasonable duties as directed by the Executive Officer

CAPABILITIES AND BEHAVIOURS

- Strategic thinking – ability to think strategically about longer term goals, plans, needs and capabilities.
- Leadership – ability to lead, guide and motivate groups of people to deliver results, build teams and encourage risk taking, initiative and responsibility.
- Flexibility and Adaptability – open and responsive to appropriate change. Ability to manage and shift priorities as required and to incorporate new approaches in support of changing needs.
- Relationship building – ability to identify, build and maintain formal and informal networks and productive relationships with both internal and external stakeholders.
- Communication – ability to effectively share ideas, thoughts and information with a diverse range of stakeholders to develop two-way understanding.
- Customer service focus – a desire to help or meet the needs of others.
- Teamwork – ability to work cooperatively across organisational boundaries to achieve shared goals.
- Business acumen – understanding of key business drivers for performance and use of sound business practices.

QUALIFICATIONS AND EXPERIENCE

- Mature stakeholder manager/communications operator with strong levels of ownership and accountability.
- Exceptional written and oral communication skills.
- At least five years’ experience successfully managing stakeholder engagement, communications or multi-party collaborative projects
- A strong end-user understanding.
- The ability to sustain focus on conflicting priorities and deliver at pace with consistent quality.
- The ability to think strategically and identify, articulate and execute clear management of complex issues.
- Experience developing and delivering compelling content for a range of stakeholders and media across internal and external communication channels.
- Able to influence key stakeholders and confidence working with a diverse range of stakeholders.
- Experienced in building and managing media relationships, with the ability to act as media spokesperson as required.
- Competence in using office computer applications, including graphics and web platform/design packages.
- Excellent attention to detail.
- Enthusiasm, high energy levels and a good sense of humour.

Qualification/s:

- A Bachelor’s degree or higher in communications, public relations, journalism or a related discipline.

VERSION CONTROL

Created/updated	July 2017
Prepared by	Executive Officer
Approved by	Chair
Date of Approval	24 July 2017