



Position Description

Marketing & Communications Coordinator

Reporting to:	Senior Communication & Media Advisor (SMCA)
Direct reports:	Nil
Location:	The position is based at SmartSat's Adelaide Office at Lot Fourteen, North Terrace
Hours of work:	Full time, 37.5 hours per week
Probation period:	9 months
Contract period:	24 months, with an opportunity for a further extension
Remuneration:	A total package, inclusive of super, in the range \$75,000 - \$85,000

The SmartSat CRC

The SmartSat CRC is a consortium of universities and other research organisations, partnered with industry that has been funded by the Australian Government under the CRC program to develop know-how and technologies in advanced telecommunications & IoT connectivity, intelligent satellite systems and next generation earth observation sensors & analytics.

The impact of this research will be to develop intellectual property and specialist industry ready expertise that will spawn new businesses, create export economic value and generate new high-tech jobs for all Australians.

Our Vision

To be recognised as the leading contributor in transforming Australia's space innovation ecosystem for our future prosperity.

Our Mission

To conduct translational research which creates game-changing technologies and generating know-how that will make our industries more competitive and future-proof the jobs of all Australians

Our Values

Our values will guide how we behave and the culture that we will build in the SmartSat CRC.

- **Excellence & Impact-** We will strive for excellence and impact in our research;
- **Innovation & Agility-** We strive to innovate in all of our activities, adapt to market changes and respond rapidly to our stakeholders' requirements in a productive and cost-effective way without compromising quality and impact;
- **Collaboration-** We recognise that through collaboration we can achieve better outcomes for SmartSat and through intense collaboration can deliver more for Australia than our partners could do alone;
- **Integrity-** We are committed to the highest standard of openness, transparent accountability and ethical behaviour in all that we do; and
- **Diversity & Inclusion-** We celebrate diversity and acknowledge differences in gender, generations, geography & culture.

POSITION BROAD PURPOSE

Reporting to the SMCA, the Marketing & Communication Coordinator will support the day-to-day tasks involved in promoting SmartSat and assisting in the production aspects of SmartSat's general communications and outreach activities. Activities will involve the support of SmartSat's corporate communication activities, with a particular focus on website management, social media, digital marketing and email campaigns, CRM management, as well as coordination of events (online and face-to-face). In addition, part of the Coordinator's time will be devoted to assisting the SmartSat Team with a range of other tasks servicing the needs of SmartSat, including providing executive officer support for various committees.

The successful applicant will have the ability to work with scientists, industry and government partners across a widely distributed (national and international) organisation network. They will have strong time management skills, and the ability to multi-task. They will form part of a small professional team, be able to show initiative and imagination, and have the ability to meet deadlines and work both independently and with others.

REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

This position reports to the Chief Operating Officer with a functional reporting line to the Director: Communications and Outreach.

The position will work closely with:

- The SmartSat Executive;
- External service providers;
- SmartSat Participants; and
- External Stakeholders.

PROFESSIONAL COMPETENCIES AND ATTRIBUTES

- **Business acumen**
 - A thorough understanding of business drivers and an overall big picture understanding.
 - Demonstrates thorough knowledge of wider business and economic issues.
 - Demonstrates a high level of awareness of organisation issues in own area or speciality.
- **Analytical thinking**
 - Highly developed analytical thinking based on best practices, sound judgement and experience.
 - Demonstrated problem solving and analytical skills with an ability to understand issues at both a broad strategic level and a strong attention to detail at an operational level
- **Political awareness**
 - An understanding of internal structures and an ability to influence others.
- **Interpersonal skills**
 - Excellent written and verbal communication skills.
 - Communicates with impact, using appropriate communication techniques.
 - Ability to communicate effectively at all levels of an organisation.
 - Effectively networks across the organisation and industry sectors.
- **Diversity & Inclusion**
 - An understanding and commitment to Diversity and Inclusion.
- **Values**
 - Demonstrated commitment to SmartSat's values as outlined in this document.

RESPONSIBILITIES

Communication

- Support the SMCA to implement the SmartSat Communication Plan;
- Assist with the planning and delivery of marketing materials, including factsheets, corporate brochures, event flyers and corporate merchandise
- Day-to-day maintenance of content on the SmartSatCRC, Aurora Space Cluster, 2030 Space & Spatial Roadmap and SA Space Mission websites
- Ensure the SmartSat contacts database, a Salesforce CRM based platform is maintained and has up-to-date contact lists for EDMs and targeted communications
- Writing and distribution of News and Events Update and other EDMs
- Assist the SmartSat team with a range of routine editorial and production tasks, including writing, copy-editing, newsletter production, web content and other communication activities.

Event coordination

- Coordinate various SmartSat events and manage registrations including events using Teams and other web-based event platforms;
- In particular, manage events for State Nodes and Aurora Space Cluster and assist with larger national events such as exhibition booths at the Australian Space Forum, stakeholder workshops and dinners
- Book and coordinate venues, catering, AV and seating for external events; and
- Assist in general event management when needed

Publications & Disseminations / Media support

- Support the SMCA to track SmartSat Research Projects' outputs and manage the approval and publication process for Technical Reports, Journal papers, media articles and other reports delivered from Project teams
- Ensure templates for technical reports, powerpoint presentations and other materials are up to date
- Maintain a database of Publications & Disseminations and media articles in the Salesforce CRM for reporting purposes

Other duties

- Support the SMCA with other activities relating to SmartSat's education and knowledge transfer
- Act as executive officer for the Aurora Space Cluster and maintain the membership process and database for Aurora and provide administrative support to the Aurora Board
- Provide administrative/executive support to other SmartSat Committees as required
- Other duties consistent with the communication needs of SmartSat as required.

Travel and after-hours duties

- Occasional event-related interstate and local travel may be required; and
- A flexible approach to work is expected as some out-of-hours work will be required.

SELECTION CRITERIA

Essential

1. Education, training and/or 5 years minimum relevant work experience equivalent to a degree in marketing/communication/event management;
2. Well-developed team skills and the ability to work with senior scientists, business and government people;
3. Experience in producing a range of professional publications and marketing materials (both print and electronic) and in working with external service providers (i.e. designers, printers);
4. Able to write clear, plain, correct English, with good editorial skills and an excellent eye for detail and consistency
5. Experience in digital marketing and web-based platforms, including the maintenance and development of websites, electronic email marketing and social media
6. Experience in event management (both in-person and virtual) and organising promotional activities

Desirable

1. A background in science or in working in scientific and technological organisations; and
2. Experience with Adobe Photoshop and InDesign software
3. Experience with Salesforce CRM and Engagement Cloud

PERSONAL ATTRIBUTES

1. Understands, interprets and responds clearly to others;
2. Ability to work independently, cooperatively and effectively in a team environment with tact, diplomacy and ability to interact with and motivate others;
3. Ability to develop relationships based on honesty, integrity and trust;
4. High level interpersonal skills and customer relationship building skills;
5. Commitment to excellence, innovation and continuous improvement, demonstrating a commitment to on-going learning and development;
6. Ability to communicate with stakeholders at all levels;
7. Demonstrates flexibility in approach to work and workloads;
8. Maintains high work standards, minimising errors, monitoring results and acting on problems;
9. Continually strives to improve efficiency and effectiveness; and
10. Aligns behaviour with SmartSat's needs, priorities and values.