

COMMUNICATIONS & SOCIAL MEDIA SPECIALIST

Are you a Social Media 'all-rounder'? Good at translating complex topics into engaging content?

Want a role which reaches people right across Victoria?

About us:

- Thought-provoking & challenging role
- Dynamic, energetic & flexible work environment
- Modern office in Melbourne's CBD
- VPS 4, Full-time, ongoing role
- \$84,019 - \$95,329 per annum, plus a 9.5% employer superannuation contribution

About you, you're:

- Proactive
- Curious
- Creative
- Confident & resilient
- Eager to learn
- Collaborative and enjoy working in teams
- Interested in ethics, human rights and the integrity of government

You also possess exceptional skills in:

- Clear, concise written & verbal communication
- Social media platforms (FB, Twitter, LinkedIn and YouTube) and content management systems
- End-to-end video production incl. top notch editing skills in Adobe Premiere Pro (or similar video software)
- Time management and meeting deadlines
- Compiling & proofing complex content for a general audience

In your career to date, you've had experience in:

- Writing content that engages & educates others
- Managing or contributing towards an organisation's social media content
- Engaging with internal & external stakeholders (incl. the general public)
- Consulting and advising on emerging media trends and how these could be utilised

Who we are:

We're the Victorian Ombudsman. Our office provides a free, independent, accessible and impartial service to all Victorians. Our purpose is to ensure fairness for Victorians in their dealings with the public sector, to improve public administration, and engage within both the government sector and the broader community.

About your new role:

Using your exceptional writing skills and social media savvy, you will produce content that connects with mainstream Victorians as well as hard to reach audiences.

This role will suit someone who is able to carefully juggle a range of competing priorities, including administrative tasks, writing and editing, and social media strategy. You will be conscientious and skilful in undertaking some of the organisation's core tasks, such as collating and writing our Annual Report, and managing the administrative process for tabling of our reports in the Victorian Parliament.

You will also be responsible for our daily media monitoring and updating our intranet.

You will guide us in strategically building our social media audiences, generating ideas for consideration. Producing short engaging videos will be second nature to you, as will creating interesting social media posts through the clever use of graphics, photos and other content.

Working in a small team of like-minded people, you will report to the Manager – Communication and Media who will provide guidance to ensure your career progresses.

How to apply

Applications need to be submitted online via the 'Apply Now' button. To be considered for this role, you must include:

- a 1 page Cover Letter addressing the Key Selection Criteria in the Position Description
- a Resume, no longer than 5 typed pages (in Word format)

Applications close midnight, Monday 18 March 2019.

Want to find out more about us and what we do? Please visit: www.ombudsman.vic.gov.au

VO is an equal opportunity employer and is committed to providing an inclusive, accessible and safe work environment. We want to ensure all applicants and employees with disability are treated respectfully and equitably in all stages of the recruitment process.

We encourage job applications from people of all genders, ages, religions, disability, LGBTQI and Indigenous cultures, including Aboriginal and Torres Strait Islander people.

VO is committed to supporting our employees balance their work and life commitments. All requests for flexible working arrangements will be considered in line with operational requirements. The types of flexibility may differ from role to role.

Employment at the Victorian Ombudsman is subject to the successful completion of the following:

- Criminal Record check
- Working with Children check
- Statutory Declaration
- Confidentiality Agreement
- Conflict of Interest check
- Probationary period

If you require a copy of this advertisement or any attached documentation in an accessible format or would like to discuss an access requirement or adjustment to the recruitment process, then please contact the People and Development team on (03) 9613 6181 or email people@ombudsman.vic.gov.au.