

Role Description			
Position Title:	Digital Officer	Employee Name:	To be appointed
Group:	IT	Level:	N/A
Status:	Part-time	Location:	Margarete Ainsworth Building, Randwick
Reports to:	Chief Operating Officer & IT Manager	Positions reporting to this role:	N/A

Position Overview

Oversee and manage internal communications at NeuRA and support operational and research staff on digital projects (Staff Intranet, Events), communications, and design (digital and print).

Neuroscience Research Australia (NeuRA)

Neuroscience Research Australia (NeuRA) is a leading independent medical research institute whose vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research. NeuRA has world-class research facilities and is based at Randwick in Sydney.

NeuRA's Objectives

"Our vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research."

NeuRA is committed to improving research quality. Our goals are to:

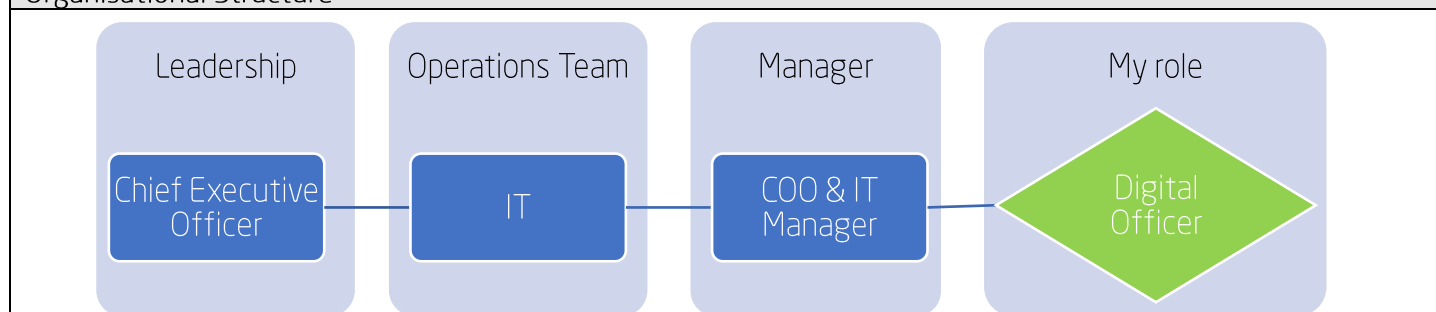
- Raise awareness
- Educate, Train & Foster
- Promote Openness
- Adopt Improvement

NeuRA's Values

Our values are the essence of our organisation – they are the principles that we live by and are at the core of everything we do. NeuRA's values are:

Impact. Collaboration. Respect. Excellence. Integrity. Innovation.

Organisational Structure



Key Responsibilities

Intranet and Content Management Systems

- Management, design and editing of internal web sites (e.g. Staff Intranet).
- Host training for NeuRA content management systems (Intranet, main websites) as needed for internal staff.
- Identify and implement solutions to operations needs in relation to the Intranet e.g. discussion forums, structure, navigation, new sections, news articles, etc.

Internal communications

- Management, design and issuing of all staff emails via email platforms (Mailman and Mailchimp), including training other staff members and setting up / auditing email lists.
- Distribute external event promotion for external affiliations such as UNSW (sent through via email).

- Production of Monthly Newsletters to all staff relating to internal news (NeuRA News) – seek out information from research and operational staff.
- Oversight and participation in any other internal communications channels.
- Internal signage design and deployment to electronic signage (via Digital Signage System).
- Share interesting/relevant information to Media & Communications team for social media/website updates (and vice versa).

Operational support

- Support COO and other members of the operations team as directed by the COO (e.g. Operations Meeting, People & Culture initiatives).
- Coordination of monthly All Staff Meetings including proposing monthly question, coordinating speakers, IT, and sending out all staff notifications with Zoom link.
- Update of All Staff Meeting slides to the Intranet.
- Assistance in coordination of internal events ad-hoc, such as End of Year Party.

Digital/design support

- Management of the Digital Helpdesk (via Jira).
- Assistance with design branding elements for NeuRA websites / apps.
- Updates to external facing web sites (e.g., main web site) as required for researcher and operations areas (Employment Pages and Scientific Events).
- Assistance with digital aspects of seminars and conferences run by NeuRA researchers and operations staff, including registration set up, page set up, finance queries.
Internal photography, scientific illustration and design work where required by scientists for research materials and publications, with work stored and shared via NeuRA’s digital asset management server.
- Other duties commensurate with the role, as reasonably required

Measures of Success (outcomes & deliverables)

- Intranet maintained and kept up to date
- Electronic signage boards kept current and orchestrated via scheduling
- Internal communications delivered via various mechanisms to relevant staff (Mailman, Mailchimp)
- All communications and logistics on time for stakeholders
- Scientific event pages and registrations on the web managed to the satisfaction of group leaders
- Illustration and design work for scientists delivered efficiently and on time
- All digital assets stored and shared appropriately on digital asset servers
- Customer satisfaction

Core Competencies, Requirements and Experience

Essential:

- Experience with content management systems (WordPress and Jira highly desirable)
- Highly developed communication skills
- Document and digital asset server experience
- Experience with marketing tools, such as Mailchimp
- High degree of general IT skills
- Design skills, experience with design and illustration software
- Attention to detail
- Good time management
- Interpersonal skills
- High degree of autonomy

Desirable:

- Photography experience and knowledge of photographic and video editing software (desirable)
- Scientific background/experience (desirable)
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Relationships and Interactions

Internal:

- NeuRA Executive
- Senior Scientists
- IT Department
- Scientific and operations staff

External:

- External collaborative entities (e.g. UNSW, POWH)
- NeuRA Foundation – Communications & PR
- Where required:
- Design agencies and third-party designers (where required)

within NeuRA in general	<ul style="list-style-type: none"> • Printing companies and printing services
Performance Reviews	
All staff will undergo a Performance Review with their supervisor annually to ensure they are being supported to exceed in their role. This Position Description will be used to inform the Performance Review.	
Workplace Health and Safety Responsibilities	
Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies	
Responsibilities of all workers: <ul style="list-style-type: none"> • Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2017 • Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace • Attend and complete all training sessions as required • Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work 	
Additional responsibilities for managers and supervisors: <ul style="list-style-type: none"> • Managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace • Managers and supervisors must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments • Attend all required training sessions 	
Diversity	
NeuRA is an Equal Employment Opportunity Employer. We are committed to promoting equality of opportunity and eliminating discrimination in all our employment policies and practices.	
NeuRA acknowledges the traditional custodians of the lands on which we work, and extends respect to all Elders past, present, and emerging.	
Right to Work	
You must have the right to live and work in Australia for the duration of your appointment at NeuRA.	
Privacy Notification	
The collection and handling of declarations and personal information relevant to your employment or appointment will be consistent with the requirements of the Privacy Act 1988.	
Changes	
Changes to this role description may be made from time to time to suit the requirements of the organisation.	

Acceptance	
<i>I have read and understood the requirements of the role and expectations outlined in this Role Description</i>	
Name:	
Signed:	
Date:	