

Media and Communications Adviser

Salary range \$130,000-\$140,000 (including superannuation) with potential bonus

Energy Networks Australia is the peak national body representing Australia's gas distribution and electricity transmission and distribution businesses. As such it is a key participant in the development of a better understanding of energy issues across the entire Australian community. For further information, see our website at <http://www.energynetworks.com.au>.

Help Shape Australia's Energy Future

Reporting to the General Manager Corporate Affairs, the Media and Communications Adviser is responsible for the development and delivery of strategic media and communications advice to the senior leadership team. The role is the key contact for external media outlets and media and communications professionals working in our Member organisations.

This is an exciting and challenging position with a salary package that reflects the seniority and demands of the role. The position is based in the Melbourne CBD and some travel is required.

Key Areas of Responsibility:

- » Development of media and communications strategies for all platforms, including social media;
- » Media management and liaison, releases, opinion pieces, development of media opportunities;
- » Speech writing;
- » Monitoring energy sector relevant media activity across all platforms;
- » Provision of advice and briefings to the CEO and GM Corporate Affairs and preparation for media and public engagements;
- » Website management and oversight of Campaign Monitor media distribution platform;
- » Twice weekly early morning preparation of a sector-wide media monitoring report for Members and stakeholders; and
- » Leading the weekly preparation of two newsletter articles, including some authoring.

Selection Criteria:

To apply for the above position, **all applicants must submit a brief statement** addressing the following selection criteria:

Essential:

1. Strong writing and editing skills and a developed understanding of both traditional and digital media platforms;
2. Demonstrated ability to provide strategic advice at CEO level, often against tight deadlines;
3. Demonstrated capacity to quickly build relationships, and maintain them, across all media;
4. A strong team player with a cooperative work style and demonstrated capacity to manage key internal and external stakeholder relationships;
5. Website management skills and experience with content management and marketing platforms; and
6. Five years' experience working in a media or communications role.

Desirable:

7. Experience with a member-based association.

Please forward your CV, together with a statement addressing the selection criteria to Tamatha Smith at, info@energynetworks.com.au no later than **5pm, Monday 19 November 2018**. Please note only applications accompanied by a statement against the selection criteria will be considered for this position.

Further enquiries can be made by contacting Alan Wilson on 0414 470 460 or info@energynetworks.com.au.