



JOB TITLE: **Publications Specialist**

JOB TYPE: *Permanent part time*

CLASSIFICATION: SCHADS 5.1

LOCATION: *Main Office, 267 Broadway, Glebe NSW 2037*

REPORTS TO: Director of Programs

TEAM: **Community Engagement**

INTRODUCTION

NUAA is a peer-led organisation aimed at promoting the health, human rights and dignity of people who use or have used drugs.

The Publications Coordinator will play a crucial role leading developing the development of NUAA's key publications (Users News, Insiders News) and innovative harm reduction resources. The Publications Coordinator will be responsible for leading the development and promotion of NUAA's publications and resources. This role involves working closely with the Community Engagement team to enhance the reach, diversity, and effectiveness of our publications, including digital and print materials. Additionally, the Publications Coordinator will support the development and implementation of NUAA communications strategy, ensuring alignment with NUAA's mission and values.

OVERALL

At this level personnel will have the scope to influence the operational activities of the work area or program indicated and play an integral role in shaping the direction and action of the work area or program.

This person will exercise program oversight/ responsibility; work independently utilising specialist knowledge; take on a leadership role (under Lead direction) in a specific project or projects within the communications; provide specialist support to a range of programs or activities. Positions at this level may be identified by activity impact; outcome-based accountability; decision-making responsibility; exercising judgement; and the provision of expert advice where needed.

LEVEL 5 COMPETENCIES

- Ability to work under general direction from senior employees to undertake a range of functions requiring the application of a high level of knowledge and skills that may span more than one discipline.
- Adherence to established work practices and expectation to exercise initiative and judgment particularly where practices and direction are not clearly defined.
- Ability to operate as a specialist employee in the relevant discipline where decisions made and taken rest with the employee with no reference to a senior employee.
- Involvement in establishing organisational programs, procedures and budget. Requirement to provide expert advice to employees classified at a lower level and volunteers and may involve supervision.
- Expected application of knowledge which is gained through qualifications and/ or previous experience.
- Required to monitor workflows in their area, including setting outcomes and priorities, planning and organising their own work and that of lower classified staff and/ or volunteers.

LEVEL 5 RESPONSIBILITIES

- Plan, co-ordinate, implement and administer moderately complex projects within the Community Engagement team or minor phases of more complex projects.
- Carry out planning, studies or research for projects within Community Engagement Team.

- Undertake analysis/design for the development and maintenance of projects and provide reports on progress of program activities including recommendations.
- Undertake duties that require knowledge of procedures, guidelines and/or statutory requirements relevant to NUAA.
- Assist with the preparation of or prepare organisation or program budgets in liaison with management.
- Exercise a high level of interpersonal skills in dealing with the public and other organisations.
- Maintain a culture of continuous improvement and contribute to NUAA policies and procedures.
- Contribute to creating and maintaining a workplace culture of inclusivity, respect and diversity.
- Proactively identify risks and policy areas needing development and propose policy-related solutions/risk management approaches.
- Ensure that a clean and safe workspace for the Community Engagement team and abide by workplace health and safety policies and procedures.

ROLE SPECIFIC RESPONSIBILITIES

- Support development of NUAA’s communications strategy to expand the reach, diversity, and impact of NUAA publications and resources across both print and online platforms.
- Development of resources and Insiders' News publication, focusing on promoting health and well-being, with a focus on prevention, testing, and treatment of hepatitis C, for people within custodial centres.
- Contribute to the content development of the Users News website, ensuring alignment with NUAA's mission and objectives.
- Foster partnerships with allied organisations, community members, and subject matter experts to develop and trial NUAA resources, fostering inclusivity and relevance.
- Oversee development of NUAA publications and resources via a transparent and inclusive consultation and development process, adhering to established standards and guidelines.
- Assess and enhance the efficacy and accessibility of Insiders News and other NUAA resources through ongoing evaluation and improvement efforts.
- Assist the development of NUAA policies and procedures, supporting organisational development and compliance.
- Serve as a representative of NUAA at external forums.
- Undertake additional tasks as assigned, contributing to the overall success and effectiveness of NUAA's operations and initiatives.

SELECTION CRITERIA (SKILLS, QUALIFICATIONS & EXPERIENCE)

Qualifications:

Formal qualifications relevant to the role include:

- *Degree or demonstrated equivalent experience*
- *Associate Diploma*
- *Less formal qualifications with specialised skills*

Experience:

Experience at level 5 will vary according to the role offered but will include at least two years’ work in the harm reduction and/or AoD or related sectors and demonstrated previous success communications roles.

Essential

- Demonstrated understanding of the issues facing people with lived/living experience of drug use
- Background in communications/media
- Excellent written communication skills, with the ability to translate complex information into engaging content for different audiences
- Collaborative approach to all work, able to take on board feedback
- Proven ability to plan, execute, and oversee projects effectively, consistently delivering on time and within budget.
- Ability to think creatively and strategically coupled with strong problem-solving skills
- Demonstrated ability to work independently within defined delegations, showing initiative and accountability

- Proven track record of honesty, strong work ethic, and ethical professional conduct
- High-level computer skills and the ability to learn new applications quickly and effectively

Desirable

- Experience in reporting on and managing KPIs and contracted work
- Degree or qualifications relevant to the role

I, _____, declare that I have reviewed, discussed and understand my position description / requirements.

Chief Executive Officer

Staff Member

Date

Date

