

POSITION DESCRIPTION

Briefings Coordinator



POSITION DETAILS

Position Title	Briefings Coordinator
Classification	HEW Level 7
Position Number	7015736
School/Office	Strategic Communications
Division	Vice-Chancellor & President

POSITION PURPOSE

The Briefings Coordinator supports the development, preparation and coordination of briefing notes, speaking notes, opinion articles, speeches, social media posts, and other communications collateral within the Office of the Vice-Chancellor. Working under the direction of the Executive Director, Strategic Communications, the role coordinates content inputs, undertakes research and drafting activities, and supports the timely delivery of executive communications and engagements. The role also contributes directly to the University's public voice and strategic engagement.

KEY ACCOUNTABILITIES

1. Research, draft and edit communications for the Vice-Chancellor and Chancellor, including briefing notes, speaking notes, speeches, opinion articles, social media posts, and other communications collateral for diverse internal and external audiences.
2. Prepare and edit high-level briefs and background papers to support executive engagements with government, industry, media, and community stakeholders.
3. Coordinate content workflows and deadlines for major events and engagements, ensuring timely review and delivery under tight timeframes.
4. Collaborate with stakeholders across the University to source, verify, and align content with strategic priorities.
5. Monitor sector developments and media trends to inform responsive and relevant communications.
6. Produce written materials that meet professional standards.
7. Contribute to continuous improvement of communication processes and systems within the area of Strategic Communications within the Office of the Vice-Chancellor.
8. Undertake other duties, including administrative support, as directed to support the strategic functions of the Office.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A relevant degree in communications, journalism, or a related discipline, or an equivalent combination of experience and education/training.
2. Experience in speechwriting, brief preparation, or communications in a complex organisation, preferably in higher education, government, or public sector.
3. Demonstrated ability to write persuasively and clearly across formats and for diverse audiences.
4. Research and analytical skills, with the ability to synthesise complex information quickly and accurately.
5. Understanding of current public policy issues, particularly those affecting the higher education sector and the Western Sydney region.
6. Experience working under pressure with discretion, diplomacy, and sensitivity to confidential issues.
7. Excellent organisational skills with a demonstrated ability to manage competing deadlines and priorities.
8. High-level interpersonal and stakeholder engagement skills, including the ability to work collaboratively across diverse teams.

KEY RELATIONSHIPS

- **This position reports to:** Executive Director, Strategic Communications
- **This position supervises:** None
- **Key internal relationships:**
 - Strategic Communications Team
 - Chief of Staff
 - Office of the Vice-Chancellor
 - Vice-Chancellor
 - Chancellor
 - Senior Executive and Faculty offices
- **Key external relationships:**
 - Event organisations

CHALLENGES

- Managing high-volume, important content delivery under tight deadlines and evolving contexts.
- Navigating sensitive political and social issues with discretion and judgement.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Chief People Officer

Date: 15 September 2026