

POSITION DESCRIPTION



Science Communicator



POSITION DETAILS

Position Title	Science Communicator
Classification	HEW Level 6
Position Number	7016529
School/Office	Hawkesbury Institute for the Environment
Division	Provost

POSITION PURPOSE

The Science Communicator delivers professional communications and engagement services for the externally funded NSW Bushfire and Natural Hazards Research Centre. Under general direction, the position translates research outcomes into accurate, accessible and engaging content for University, government, research partner, media, community and public audiences, enhancing the visibility, uptake and transfer of research knowledge.

KEY ACCOUNTABILITIES

1. Manage research communications content arising from the Centre's research portfolio, including planning, writing, editing, proofreading and distributing materials across internal and external channels.
2. Translate complex scientific research outcomes into clear, accurate and audience-appropriate messaging for generalist, stakeholder, media and community audiences.
3. Coordinate media and public relations activity by developing story opportunities, liaising with external media and content makers, maintaining relevant media contacts and monitoring media coverage.
4. Manage digital and social media channels, including creating, sourcing, curating, scheduling and reviewing content that supports the Centre's communication objectives.
5. Maintain the Centre's website and publication workflows, ensuring content is current, accessible, functional and consistent with University requirements and agreed communication priorities.
6. Coordinate stakeholder communications and knowledge-transfer materials for research partners, government agencies, Indigenous community organisation partners and other external stakeholders.
7. Monitor, analyse and report on communications activity, media mentions, website updates and social media performance to inform continuous improvement and decision making.

8. Coordinate communications support for Centre events, including the annual symposium and other engagement activities, ensuring materials and messaging are timely and fit for purpose.
9. Perform other duties consistent with the scope and classification of the position.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A tertiary qualification in science communication, communication, media, science or a related field, with relevant experience; or an equivalent combination of education, training and experience.
2. Demonstrated experience translating scientific or research information into clear, accurate and engaging content for non-specialist audiences.
3. Demonstrated experience developing and delivering communications activities, including media liaison, publications, newsletters, web content and social media.
4. Strong written and oral communication skills, including editing, proofreading and tailoring messages for diverse audiences and channels.
5. Demonstrated organisational and time management skills, including the ability to prioritise competing deadlines, monitor workflows and deliver quality outcomes under general direction.
6. Demonstrated ability to exercise judgement, initiative and problem-solving within established policies, professional standards and agreed communication objectives.
7. Experience using digital communication platforms, website content management systems and social media analytics to monitor, review and improve communication outcomes.
8. Ability to build effective working relationships with academic staff, professional staff, partner organisations, government stakeholders, Indigenous community organisation partners and external media.

KEY RELATIONSHIPS

- **This position reports to:** Associate Professor in Fire Science
- **This position supervises:** Nil
- **Key internal relationships:**
 - Institute Manager
 - Supervisor
 - Colleagues in the Centre, Hawkesbury Institute for the Environment and relevant University service areas
 - Researchers, research teams and HDR candidates
- **Key external relationships:**
 - External university research partners
 - Indigenous community organisation partner
 - NSW Government agencies partnered with the Centre, media contacts and other relevant external stakeholders

CHALLENGES

- Translating complex and technical research findings into clear, accurate and engaging communications for a broad range of audiences while maintaining scientific integrity.

- Managing competing content, stakeholder and event deadlines across a multi-partner research environment under general direction.
- Maintaining consistent messaging and quality across media, web, social, publication and event channels within University policies and brand requirements.
- Building and maintaining effective working relationships across University, government, research, media and community contexts.

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: People and Culture Business Partner

Date: 28 July 2026.