

Learn and Leap Opportunity

Communications Officer

6 weeks / 2 days per week
Staff development opportunity – Multiple Roles

About the position

ANSTO Communications and Stakeholder Engagement have a number of Learn and Leap opportunities within their team in the below areas. These roles will provide an opportunity to support ANSTO's corporate comms activities including internal and external comms activities.

- Science writing – work alongside ANSTO's Senior Science Writer and assist with featured science stories on the ANSTO website and through other digital and social channels.
- Online engagement – Assist ANSTO's Web and Digital Channels Manager to maintain a strong online presence across multiple platforms. You will help implement online marketing strategies through social media accounts.
- Communications-all-rounder – This role will work with the General Manager and provide support to the team. This will be a dynamic role providing exposure to all areas across the communications and stakeholder team including but not limited to brand management, issues/pro-active media placements, education and outreach, events, special projects and more.
- Intranet content editor – this role will work with our Internal Comms Manager and will be focused on managing the current intranet content workflows and also assisting with the development of the new intranet for ANSTO.
- Graphic designer – If you have some experience and want to develop more in this area, sharpen up your in-design skills or even photo-shop this is an opportunity to work with ANSTO's Graphic Designer.

The successful applicants will be organized, be keen to roll your sleeves up and get involved across a range of different projects. Attention to detail, loads of energy and a sense of humor are mandatory. A good understanding of ANSTO's research capabilities and businesses; being able to write and edit, experience with website content development and social media platforms and an interest in effective strategic comms are all welcomed.

There will be no additional remuneration on offer for this position as this is a training and development opportunity.

An employee should take into consideration their current capacity before expressing an interest in a Learn and Leap Opportunity (LLO). This principle will also be used in the consideration of LLO applications.



Employees **must discuss** the LLO with their manager to facilitate a discussion regarding availability and their career planning prior to expressing an interest.

Skills and Experience

1. Ability to write clearly and persuasively, and communicate verbally with a wide range of audiences;
2. Extensive understanding of communication across a variety of channels and stakeholders;
3. Personal qualities that add value to a team operating in a high level client service and quality environment

How to Apply

Please respond to the below four questions in a cover letter and include it in your online application.

For further information please view the LLO Package or contact the Talent Acquisition Team on extension 02 9717 9912 or careers@ansto.gov.au

Applications must be submitted online.

Expressions close: 26 September 2021

Application Form Questions

Responses to the below questions will be used by the Manager of this position when evaluating your expression of interest.

Item	Question
1.	Why are you interested in this opportunity and how is this a good development opportunity for you?
2.	The information you provide in this section will be used to assess your suitability. Please give clear examples where your knowledge, qualifications, skills and experience match with the requirements listed in the job advertisement?
3.	If you had successfully completed this opportunity, what skills would you like to bring back to your current position once you have successfully completed this program (i.e. how will your current business area benefit from the skills you have learned)?
4.	One of the principles of the Learn and Leap Program is that it will facilitate career opportunity and enable discussions between you and your manager. What discussions have you had with your manager regarding this opportunity?

The Learn and Leap Opportunity (LLO) Program Guideline

The Learn and Leap Opportunity (LLO) Program enables employees to register interest in short term developmental opportunities which can broaden their skills and experience and in the longer term, potentially enhance their career opportunities. The LLO also helps in providing the organisation with a flexible workforce.

The LLO provides the employee with the opportunity to gain new skills and may involve on-the-job or specific training. LLO's may arise through a variety of situations:

- An employee goes on long service leave – this could create an opportunity for another employee to develop their skills within this role.
- Excess work has been identified within the division and an additional workforce is required for a short term period

An employee's salary is not affected by a LLO – it is purely an opportunity for an employee to gain additional experience and skills which may assist them at a later stage in their career. At the conclusion of their participation in a LLO an employee returns to their substantive role, conditions and tenure.

Each LLO will be for a specified duration which may range from short term periods or alternatively be a more intermittent arrangement (e.g. 2 hours per day). It is generally expected that the LLO opportunity will not extend beyond a maximum period 6 months from the commencement of the program. Examples of term application i.e. 12 weeks full time, 24 weeks at 2.5 days per week etc.

Management will register a LLO when it aligns with their operational requirements. The LLO is required to be approved by the General Manager/Institute Heads and will be discussed in referred to Human Resources. The LLO Manager is responsible for submitting formal LLO requests, assessing applications, discussing and negotiating appropriate sharing/transfer/rotation arrangements with the incumbent's Manager.

Employees wishing to apply for an LLO must discuss the opportunity with their Manager prior to applying for an advertised LLO in order to facilitate a discussion which takes into consideration their current work capacity and local operational requirements. Due to the nature of their engagement, casual employees are not eligible for participation in the LLO program. Additionally a LLO cannot be used to extend the term of an employee.

The Manager of the employee requesting to participate in the LLO must take into consideration capacity levels of their division before agreeing to the arrangement as there is an expectation positions will not be backfilled.

Once agreement has been reached with all stakeholders, the arrangement will be confirmed in writing by HR and will confirm the specific outcomes, expectations, start and finish dates and time allocation of the LLO.

A LLO will not to be used for an identified vacancy (on-going work). Should the LLO develop into a vacancy, the process for filling vacancies identified in the Recruitment and Selection Handbook will be followed.

All Managers are responsible for considering development opportunities for their staff and encouraging their employees to be proactive in their career development.

Process for LLO Recruiting Managers:

