



committee for economic development of australia

Position Description – Content and Publications Advisor– NATIONAL OFFICE

Position Title:	Content and Publications Advisor
Employment Status:	Permanent Full Time
Location:	National Office
Reports to:	Media Manager and Content Specialist
Staff reporting to this Position:	Nil
Date position last reviewed:	September 2021
Overall objective of the position:	<p>CEDA is seeking a skilled editor with a strong notion of brand and a keen interest in good public policy to manage production of CEDA research publications, commission opinion articles and produce podcasts aligned with our research and policy objectives.</p> <p>This role is responsible for developing sharp and engaging content through our publications and for our online platforms.</p> <p>The Content and Publications Advisor will manage the completion of reports to strict deadlines, from editing and layout to sourcing images, liaising with authors and managing approvals. In addition, they will also be responsible for commissioning external contributors of topical content for CEDA’s opinion section and guests for the CEDA podcast series, and produce regular CEDA updates for members.</p> <p>To be successful in this role you will be able to synthesise complex ideas, produce accessible clean copy and work to tight deadlines.</p>
Key Accountabilities and Responsibilities:	<p>Performance and progress in the following areas will be priorities for this position:</p> <ul style="list-style-type: none"> • Editing and design of research contributions • Manage approvals for publications including from contributing authors • Liaise with designers on publication ‘look and feel’, ensuring they meet CEDA brand standards • Regular liaison with high-level external stakeholders • Manage the forward plan for commissioning opinion contributions and podcasts to ensure fresh weekly content • Produce regular member updates including CEO update and news write-ups • Other duties as required
Performance Measures:	<ul style="list-style-type: none"> • Delivery of key accountabilities and responsibilities to be confirmed with successful candidate. • Demonstrated positive working relationships both internally and with key stakeholders. • Proactive demonstration of CEDA’s values – trusted, curious, succeed together, brave and passionate.

<p>Qualification, Knowledge, Skills, and desirable experience:</p>	<ul style="list-style-type: none"> • Demonstrated experience in managing publication production with a minimum five years of previous experience; • Proven copy-editing skills and outstanding attention to detail; • Tertiary qualification or equivalent in communications, marketing or journalism; • Previous experience liaising with high-level stakeholders; • Highly developed interpersonal, verbal and written communication skills; • Exceptional time management and organisational skills; • Strong IT skills including Adobe Creative Suite and website CMS; and • Previous exposure to a policy or research environment. <p><i>Personal attributes:</i></p> <ul style="list-style-type: none"> • Ability to achieve results within time constraints and conflicting priorities; • Ability to work methodically and with outstanding attention to detail; • Ability to work autonomously as well as in a team environment; and • Strong communication skills and the ability to liaise with all levels of management.
--	---

Please sign below in understanding and acceptance of this position description. Kindly keep one copy for the employee and return a copy to HR. This will be kept in your employee file.

Employee Name: _____

Date Signed: _____

Employee Signature: _____