



Position Title:	Director, Media and Public Affairs
Classification:	Executive Level 2
Position Number:	60
Branch/Group:	Corporate Affairs
Location:	Melbourne
Reports to:	General Manager Corporate Affairs
Clearance Required:	Police Check

About the Position:

The Director, Media and Public Affairs reports to General Manager, Corporate Affairs and leads the media and public affairs function with two reports.

They will also:

- Oversee and lead the media and public affairs team to ensure they're supported and meeting their potential.
- Develop and guide implementation of media strategies including thought leadership and issues management.
- Develop and guide implementation of governance and processes as they pertain to media and public affairs.
- Provide advice on media and reputation issues as they pertain to ARENA's activities and media climate.
- Develop and guide relationships with key media.
- Advise and lead relationships with Ministerial Offices as they pertain to media announcements, speaking engagements and other opportunities.
- Identify opportunities to expand and amplify ARENA's media presence.
- Advise on reactive media queries and provide counsel to key spokespeople of ARENA on media appearances.
- Determine training and development needs for ARENA spokespeople in media appearances.
- Identify and manage key procurement opportunities as they pertain to media relations.
- Work closely with other Directors in Corporate Affairs to ensure an aligned and collaborative approach to communications.
- Identify and advise on emerging issues that may affect ARENA and its Ministers.
- Foster relationships with counterparts in the Department (DCCEEW).

Key skills and qualifications



- Significant experience in communications and media in an agency, corporate, NGO or government entity
- Strong communication, writing and editing skills.
- Ability to understand and digest complex material, policy and technical information and identify communications opportunities.
- Demonstrated experience in managing media units and leading high performing teams.
- Proven ability to identify risks and issues before they emerge.
- Keen attention to detail and accuracy.
- Strong stakeholder engagement skills and interpersonal skills with the ability to foster cross functional collaboration and coordinate.
- Excellent task and time management skills with the ability to establish clear priorities quickly, meet deadlines, juggle competing priorities.
- Ability to take initiative and work autonomously, as well as collaboratively as part of a team.
- Government or public sector experience required.
- Energy experience advantageous but not essential.

About the Group/Section:

Corporate Affairs is responsible for positively influencing ARENA's operating environment and reputation through strategic communications and engagement with external and internal stakeholders. Corporate Affairs has overarching responsibility for strategic communications and engagement across ARENA including reputation and issues management, website and digital channels, media relations, social media and content, corporate communications, corporate publications, brand, stakeholder engagement, crisis communications, internal communications and external events.

About us:

The Australian Renewable Energy Agency (ARENA) is a Corporate Commonwealth entity. ARENA's main objective is to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. ARENA was established on 1 July 2012 under the Australian Renewable Energy Agency Act 2011 (the ARENA Act). ARENA has received significant additional funding over the past 3 budget cycles and is trusted by the Government to deliver many of its most impactful emissions reduction programs. ARENA supports the Government's emissions reduction goals of 43% reduction in net emissions by 2030 and net zero by 2050, through its focus on technology innovation and commercialisation to the benefit of Australia.

ARENA complements other funding bodies and provides financial assistance to renewable energy, energy efficiency and electrification technologies for research, development, demonstration and deployment projects. The provision of knowledge sharing forms an important part of ARENA's functions. ARENA operates under its own Act of Parliament, and the ARENA Board and CEO are responsible to the Minister for Climate Change and Energy, the Hon. Chris Bowen MP.

Why us

At ARENA, we are committed to providing an inclusive culture so our employees can bring their whole selves to work and have a sense of belonging.



Australian Government
**Australian Renewable
Energy Agency**

ARENA

You do not need to be an expert in renewable energy or energy markets, but a keen interest in advancing an ambitious energy and climate agenda will be helpful.

In addition to the above:

- we offer generous flexible working arrangements.
- we encourage learning and development.
- you will have front row tickets to leading edge technology in the sector.
- work in an impactful and evolving environment, and
- be part of a team that collaborates and makes a difference.