

ADMINISTRATOR, MEDIA AND COMMUNICATIONS

Unit	Corporate and Communications	Area	Media and Communications
Agency	The NSW Institute of Sport	Classification	NSWIS Grade 1, Level 5
ANZSCO code	599999	PCAT code	1119172
Reports to	Section Lead, Media & Communications	Date of approval	16 September 2024

ORGANISATIONAL OVERVIEW

The NSW Institute of Sport [NSWIS] is a high-performance sporting organisation that supports Australian athletes to become world’s best. We reach all regions of NSW with an Olympic and Paralympic training facility based at Sydney Olympic Park and high-performance hubs across NSW that provide world class daily training environments for our athletes and coaches. Our experts work in collaboration with partners within the national sporting system to create and deliver high performance support services and environments to prepare athletes and coaches for international competition.

ROLE PURPOSE

The Administrator, Media and Communications will work proactively to establish, refine and execute processes and systems to support Media and Communications initiatives at NSWIS. This position will have a focus on servicing the media and communications team to undertake reporting and coordination of requirements to deliver on the media and communications strategy.

KEY PERFORMANCE AREAS

- Assist in the organisation of initiatives that strengthen NSWIS awareness via promotion of NSWIS athletes, coaches, achievements and initiatives through media opportunities, NSWIS digital media platforms, and electronic communications.
- Assist the Section Lead, Media and Communications in the production of NSWIS corporate documents, communications, and presentations.
- Provide general administrative assistance for all media and communications initiatives in terms of digital reporting and operational coordination.
- Monitor all NSWIS social channels, report critical issues, and work with the team to develop appropriate responses to engagement and enquiries.
- Manage the publication of stories and content to all digital media channels.
- Take responsibility for administration of the team budget, processing approved invoices and expenses.
- Proactively update the NSWIS website and intranet to ensure most recent content is published.

KEY CHALLENGES

- Prioritising workload with conflicting deadlines.
- Maintaining a high level of accuracy and exercising confidentiality.
- Effectively leveraging technology tools and platforms to streamline processes and improve team collaboration.

KEY RELATIONSHIPS

Who	Why
Section Lead, Media and Communications	To seek guidance and ensure performance is aligned for success.
Coordinator, Digital and Design	To work collaboratively to support the achievement of team and organisational objectives.

ROLE DIMENSIONS

Budget	Nil
Authority / approval level	Nil
Direct reports	Nil

KEY EXPERIENCE AND KNOWLEDGE





Experience	Knowledge
<ul style="list-style-type: none"> 2 + years' experience working in communications administration or similar roles. Demonstrated experience in multi-tasking and assisting with communications initiatives – preferably in a sporting environment. Ability to plan, prioritise and meet deadlines. Proven ability of supporting processes and initiatives to support business outcomes. 	<ul style="list-style-type: none"> Proficiency in Microsoft Office programs. Intermediate knowledge of best practice digital and social media processes

ESSENTIAL REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none"> Relevant tertiary qualification in Media and Communications, Business or similar. Highly developed interpersonal, written, and verbal communication skills. Valid Driver's license. Sport Integrity Australia (SIA) Anti-doping fundamentals and Annual Update. 	<ul style="list-style-type: none"> First Aid & CPR certificate. Sport Integrity Australia (PBTR) Child Protection and Safeguarding Current Working with Children Check (WWCC).

CAPABILITY SUMMARY

The [NSW Public Sector Capability Framework](#) is a foundational tool that supports the public sector to attract, recruit, develop and retain a responsive and capable workforce. Below are the capabilities and level required to successfully perform this role. The capabilities in **bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability Group	Capability Name	Level
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

FOCUS CAPABILITIES

The focus capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours expected at that level. Focus capabilities are aligned with the role's key performance areas.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult
Relationships Communicate effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in plain English Clearly explain and present ideas and arguments Listen to others to gain an understanding and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly
Relationships Work collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations Use collaboration tools, including digital technologies, to work with others
Results Deliver results	Intermediate	<ul style="list-style-type: none"> Seek and apply specialist advice when required Complete work tasks within set budgets, timeframes, and standards Take the initiative to progress and deliver own work and that of the team or unit Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals

Group and Capability	Level	Behavioural Indicators
Results Plan & prioritise	Intermediate	<ul style="list-style-type: none"> <li data-bbox="576 259 1481 293">■ Identify any barriers to achieving results and resolve these where possible <li data-bbox="576 300 1481 333">■ Proactively change or adjust plans when needed <hr/> <ul style="list-style-type: none"> <li data-bbox="576 340 1481 374">■ Understand the team and unit objectives and align operational activities accordingly <li data-bbox="576 380 1481 414">■ Initiate and develop team goals and plans, and use feedback to inform future planning <li data-bbox="576 421 1481 454">■ Respond proactively to changing circumstances and adjust plans and schedules when necessary <li data-bbox="576 461 1481 495">■ Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals <li data-bbox="576 501 1481 519">■ Accommodate and respond with initiative to changing priorities and operating environments