



Offices in Toowoomba, Bundaberg, Darwin, Sunshine Coast and Townsville

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## COMMUNICATIONS OFFICERS

### POSITION DETAILS

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<b>Positions term:</b> 1 x Fixed term 1 x Continuing	<b>Closing date:</b> 4pm WED 17 June 2026
<b>Position status:</b> Full-time	A current driver's licence is required.
<b>Position location:</b> Brisbane	<b>Applications to:</b> Maria Campanini, HR Officer <a href="mailto:mcampanini@ieuqnt.org.au">mcampanini@ieuqnt.org.au</a>

### Role purpose

The role of the Communications Officer will be to tell the story of how our union makes a difference for non-government education professionals across Queensland and the Northern Territory.

Our union is a progressive future-focused union that has grasped the need to change the way it represents members from a service-oriented approach to an organising approach designed to build and maintain union strength.

As part of this process our union's communications have been designed to encourage collective action and help build union strength and power.

Our communications have become key organising tools which:

- Are used to organise around issues, ensuring they are deeply and widely felt by members;
- Have a member focus which highlight industrial and professional issues;
- Educate members about issues and how to take an organising approach to respond to them; and
- Provide hope by celebrating our victories – highlighting how collective action led to change.

The quality of our union's communications has been recognised by media awards from both the Queensland Council of Unions (QCU) and the Australian Council of Trade Unions (ACTU).

## **Reporting relationships**

The Communications Officer is immediately responsible to the designated Team Leader and ultimately responsible to the Branch Secretary.

## **Duties and responsibilities**

The duties of this position include but are not limited to:

- Researching, writing, and editing short and long-form content for various channels, including online newsletters and magazines.
- Producing digital content, including video, to help tell our members' stories and show how we make a difference as a union.
- Maintaining and moderating our union's social media channels, including content development.
- Assisting in the maintenance of our union's website and digital assets.
- Designing engaging member content, including our union's member magazine.
- Producing union publications (hard copy and digital), as allocated by the Communications Manager and the Branch Secretary, including researching, writing and editing content, conducting interviews and design.
- Producing and developing, as directed by the Communications Manager and the Branch Secretary, communications, and materials to support the work of our union in terms of events, projects, and campaigns.
- Other communications activities and tasks as directed by the Communications Manager and the Branch Secretary.

## **Selection criteria**

The Communications Officer will be a talented writer, digital communicator, and designer.

We need a creative thinker with great attention to detail and who can work to strict deadlines and manage multiple competing tasks.

Journalism, communications, and digital media graduates are encouraged to apply.

Applications should specify your relevant qualifications and background and then address the following selection criteria:

1. Proven ability to create digital content for a variety of channels.
2. Experience in writing, editing, and designing a range of communications content both hard copy and digital with the proven ability to think creatively, undertake research and write with purpose.
3. High-level computer software skills with an intermediate to advanced knowledge of Adobe Creative Suite software preferred but not required.
4. Experience in website content management and the ability to create engaging social medial content for Facebook and Instagram
5. Excellent organisational skills, including the ability to plan, prioritise and meet strict deadlines and manage multiple projects simultaneously.
6. Appreciation and understanding of union values.

## **Additional information**

- Graduates should provide an academic transcript
- A digital portfolio will be required at interview.
- Knowledge of the Adobe Creative Suite, Canva and Vision6 is desirable.
- Our union is committed to providing on-going professional development and training for its employees.
- Applicants who are short-listed for interview will be asked to undertake a short writing task prior to interview.
- Our union promotes a non-smoking lifestyle.
- Flexible work arrangements are in accordance with the provision of the Fair Work Ace and in cases of emergent need for remote work.
- Further information in relation to our union may be obtained from our website [www.ieuqnt.org.au](http://www.ieuqnt.org.au).

## COMMUNICATIONS OFFICER SALARY STRUCTURE AND CONDITIONS

1. The position is classified under the IEUA-QNT Officer Collective Agreement, and all conditions of employment are contained in that document.
2. The position is designated in the range, Entry Step 1 to Level 2 Step 4 of the Officers' Scale \$79,765 - \$116,707 p.a. A 3% wage increase will occur on 1 July 2026.
3. Appointment to a salary level will be made based on qualifications and experience.
4. Graduate/entry level appointment is within the range \$79,765 - \$89,856 p.a.
5. The position can be either fixed term or continuing and applicants should specify their preference in the application.
6. Other Conditions:

(a) Recreational Leave	6 weeks per annum
(b) Personal Leave	10 days per year.
(c) Carer's Leave	As per National Employment Standards
(d) Leave recognising additional irregular worked hours.	6 days per year (non-cumulative)
(e) Superannuation	12.75% including the SGC. Additional employer contribution is based on an employee co-contribution to a set maximum.
(f) Mobile telephone	A mobile phone will be provided for business use consistent with union guidelines.