

# COMMUNICATIONS ADVISOR

## FIXED TERM – FULL TIME

Are you a roving reporter? Do you enjoy seeking out and creating content that showcases an organisation's amazing journeys? This is a new role for Wellington UniVentures and we are looking for a compelling story-teller who can share our stories with many different audiences.

### THE ROLE

You'll be involved across the whole communications and PR process including creating relevant, informative and interesting content for a variety of channels and mediums, management of the content plan, using your exceptional writing, editing and communication skills and leading the sign off process for content.

You will create stories that show-case our exciting inventions, interpreting sometimes complex concepts into real-world impact, that can be understood across various audiences.

The ability to build and maintain effective relationships is essential in the maintenance of our brand and messaging, as is the proactive searching out of PR opportunities, potential communication channels and brand building opportunities.

Providing advice on communications strategy to the business and our projects and supporting your manager in the development of our communications and PR processes (including our response to rapidly emerging issues) and having a customer centric, high performance focus will ensure your success in this role.

### YOUR EXPERIENCE

- Undergraduate qualification in Communications, PR, Media/Journalism or Marketing.
- At least 5 years experience in a communications or marketing role, preferably with experience in writing or PR. A knowledge of the tertiary ecosystem would be an advantage.
- Experience presenting complex information or experience in science and/or technology communications would be an advantage.
- Demonstrated ability to maintain effective relationships with stakeholders, both managerially and externally. Ability to communicate at all levels. Great interpersonal skills and confident working with our leadership team.
- Sound knowledge of communication and engagement tools, techniques and channels.
- Demonstrated ability to use technology to work effectively and efficiently e.g. Microsoft Word, Excel and Outlook, Mailchimp, Xakia, etc.
- Good judgement and experience working with national media. Bringing an existing media network is an advantage.
- Demonstrated commitment to continuous learning in the field of engagement and communications. Demonstrates initiative and is confident setting up new systems and processes.

## ABOUT US

We are Wellington UniVentures - Victoria University of Wellington's commercialisation office.

As part of the university, Wellington UniVentures aims to be the acknowledged leader in successfully taking Wellington's knowledge to the world. We are deeply connected to the University's research, converting it into valuable outcomes and capabilities that sustainably grow our region and change lives. We're proud that this is an exciting place to work and we are looking someone who has the vitality and attitude to join us on our journey.

In return for your experience, Wellington UniVentures can offer you fantastic benefits such as access to a wide variety of workshops for you to continue to learn and develop, subsidised onsite gym membership, free fantastic health and wellbeing events, and extra annual leave days.

If this role sounds like you and you're interested in joining a small, collaborative and busy team, please apply now with a cover letter and your CV – we'd love to hear from you right away!

Find out [more](#). Apply [here](#).

## MORE INFORMATION

Find out more about working at Wellington UniVentures, contact our HR Manager.

E: [anna.dufresne@wellingtonuniventures.nz](mailto:anna.dufresne@wellingtonuniventures.nz)

T: +64 4 463 4737

