POSITION DESCRIPTION

PN: 30871

Communication Adviser
ACT Executive, Government Communication Unit
Classification level: Adviser Level 2
Salary range: $116,592 to $130,693 (plus superannuation)
Salary includes 7% Legislative Assembly Members' (LAMS) allowance

Position Description

The ACT Executive is recruiting for a communications adviser in the Government Communication Unit.

The ACT Government Communication Unit provides a holistic communication and engagement service to ACT Government Ministers.

The team supports the communication of ACT Government announcements across multiple channels, working closely with ACT Government Directorates on how to best engage with the Canberra community.

Reporting to the Chief of Staff of the Government Communications Unit, communication advisers provide strategic communication and engagement advice to Ministers.

These advisers help coordinate resources to support the communications priorities of Government, identifying and disseminating key messages across multiple platforms.

These advisers also prepare materials that support public announcements by Government and are involved in traditional media and issues management.

Working in a small team, the role will coordinate content across social media and web-based platforms.

Experience in managing social media profiles and websites is viewed favourably for this position, as well as the capability to create content. Successful applicants will also require experience in writing for online platforms including social media.

This role works closely with officials from the ACT public service on the development of communication and engagement strategies that support Government priorities.

We are seeking people who are passionate about Canberra and want to be involved in issues that impact our city.

The roles are for the term of the government and will be renumerated in the range of $124,753 to $139,841 (including 7% LAMS allowance) plus superannuation.

This is not ACT public service position.

Selection requirements

Applicants will require

- An ability to perform in a high-pressure environment with competing deadlines and priorities.
- High level oral and written communication skills.
- An understanding of the use of digital media platforms, including content creation and writing for online platforms.
- A tertiary qualification in communication, arts, journalism or digital content creation, or previous experience in a similar position.

An understanding of the roles and functions of the ACT Government is preferred, but not essential.

How to apply

Applications should include a cover letter which addresses the relevant position description, as well as a curriculum vitae and contact details of two referees.

Applications should be sent to BARR@act.gov.au by COB Wednesday 11 November 2026. For further information on this opportunity, please contact the Office of the Chief Minister on 02 6205 0011.

Please note, prior to commencement successful candidates may be required to undergo a pre-employment Police check