

## **Shipping Australia Limited is recruiting!**

### **Policy and Communications Officer - (Application close 11 August 2019)**

Full Time, Sydney based  
Competitive remuneration

#### **Who we are seeking**

Shipping Australia is seeking to recruit a passionate policy and communications professional who shares our objectives and can work effectively as part of a small, dedicated team to influence government and other bodies to adopt policies consistent with our objectives.

The policy and communications officer will work with fellow staff and SAL members to develop and communicate a distinctive, influential policy using a mix of traditional and social media options.

The successful candidate will be honest, self-motivated and able to work unsupervised. They will be able to advocate effectively on behalf of our members and build strong relationships with stakeholders. They will have the aptitude to think creatively and take an entrepreneurial approach to solving problems and creating opportunities. They will fit in well in a small team workplace and be flexible and willing to learn and develop on the job.

As part of a small company, the policy and communications officer will contribute to the membership and events team and provide support for a range of networking, training and conference events.

This position would suit someone passionate about the important role of international shipping and who enjoys working in a small team across a broad range of activities. They must be willing to travel domestically and occasionally be available out of normal office hours to respond to urgent communication priorities.

#### **Duties and Responsibilities**

##### **Policy**

- Provide policy advice and support on all aspects of the shipping industry;
- Research, analyse and report on shipping and supply chain activities and recommend policy options;
- Author policy documents, submissions, and articles suitable for publication in logistics industry magazines/publications;
- Coordinate and provide secretariat for SAL Committees and sub-committee meetings;
- Monitor changes in shipping policy and legislation that may affect SAL members.

##### **Communications**

- Assist in the development and management of SAL's communications strategy;
- Author and publish social media posts and media releases to support SAL's objectives;
- Represent SAL at meetings and workshops with Government departments and industry groups;
- Establish and maintain excellent working relationships with key stakeholders
- Provide advice and support to members as required;
- Manage records and contacts using Microsoft 365 and other business software.

## Other

- Assist in planning and delivery of SAL events;
- Undertake other duties as required to support company objectives.
- Some domestic travel within Australia will be required, including occasional overnight stays.

**For full details and application instructions send your enquiry to:**  
**[accounts@shippingaustralia.com.au](mailto:accounts@shippingaustralia.com.au)**

## About Shipping Australia Limited

Shipping Australia Limited (SAL), is a not-for-profit peak shipping industry association focussed on promoting effective shipping policies that enable safe, environmentally sustainable ship operations and advance the interests of ship owners and operators., and shipping agents.

Our members include representatives of many of the major ship owners, operators and agency companies involved in bulk, tanker, general cargo shipping, container, passenger and tramp trades. Our valued corporate associate members provide services to shipping or have an interest in the activities of the industry

Shipping Australia keeps their members informed of developments affecting the industry and represents the industry on many committees involving governments, port authorities and non-government bodies. It also has close working relationships with many national and international organisations that work with, or in support of the shipping industry.

Shipping Australia researches and compiles data on the industry, provides a forum for discussion and the exchange of information between members and other parties and maintains formal contacts between the industry, interest groups and the general public.

SAL also provides Secretariat services to liner shipping companies that have their agreements registered under Part X of the Australian Competition and Consumer Act, 2012 (Cth).



***The shipping industry association for ship owners, operators and agents***



Promoting the shipping industry across the wider community

Trusted by government and industry bodies for quality advice

Advocating policies that enable safe, sustainable and environmentally sound shipping operations

Contributing shipping advice to inform governments' policy and regulatory development

Supporting members with technical matters and regulatory compliance

Providing support services for liner shipping

**Join us and have your voice heard**

Membership enquires – [admin@shippingaustralia.com.au](mailto:admin@shippingaustralia.com.au)

***Shipping Australia Limited – we know shipping!***