



Australian
Centre for
Disease
Control

Job application kit

APS6

Senior Culture and Internal Communications Officer

Reference: 26CDC-OIB-10142

Job reference number:	26CDC-OIB-10142
Classification level:	APS6
Job title:	Senior Culture and Internal Communications Officer
Division/Branch/Section:	Strategy & Operations Division Operations and Integrity Branch People & Culture Section
Employment type:	Ongoing
Salary:	\$101,679 - \$114,709 per annum
Base location:	ACT, NSW, VIC, SA, TAS, QLD, WA, NT
Security clearance requirements:	Baseline
Contact officer:	Bronwyn Hill - Bronwyn.Hill@chandlermacleod.com

About the Australian Centre for Disease Control (Australian CDC)

The Australian Centre for Disease Control (CDC) is at the frontline of improving Australia's ability to prepare for and respond to public health challenges, including pandemics. The Australian CDC is an independent technical advisory agency on public health matters and a leader in disease control, preparedness, response and prevention.

We bring together experts, data and evidence to provide independent public health advice to government. Our advice informs government decisions about preventing and controlling diseases and preparing Australia for future health threats. The CDC collaborates with national and international health bodies to strengthen Australia's public health infrastructure.

For more information on what we do, visit our website: [Australian Centre for Disease Control](#).

Working with us

The Australian CDC is a dynamic place to work, offering professional growth and flexible and competitive employment conditions. Our workspaces and our culture reflect a modern, flexible and safe work environment, empowering our people to deliver their best work. We value diversity and embrace inclusion.

A job with the CDC offers:

- exciting and fulfilling work, collaborating with experts to innovate and contribute to safeguarding Australia from human diseases and public health threats
- networking opportunities with experienced leaders who support you to achieve your career ambitions
- a respectful, inclusive and safe workplace where you are supported to perform at your best
- an attractive remuneration package including generous employer superannuation contributions and allowances
- support for mutually beneficial flexible work arrangements, such as part time work, or working from home or remotely, where operational requirements allow
- modern, activity-based offices and a digitally enabled work environment to enhance communication, collaboration and innovation.

About the People and Culture Section

This section brings together key corporate functions to support the CDC's people, systems and operations.

It provides strategic and operational human resources (HR) advice and services to support effective workforce management including recruitment, enterprise agreement, WHS, etc. It also leads and supports initiatives that help foster an informed, connected and engaged workforce. The team delivers internal communications, staff engagement activities, culture initiatives, events and recognition programs that support organisational priorities and employee experience.

Through creating an environment where learning and development is valued and encouraged, this section will support employees to perform at their best while preparing them for future roles as the agency builds future workforce capability. Closely aligned will be a performance framework where employees have clear expectations, development opportunities and regular feedback that drives both individual and organisational performance.

The opportunity

The APS6 Culture and Internal Communications Officer leads the development and delivery of internal communications, staff engagement and culture initiatives that support an informed, connected and high-performing workforce.

Working with a high degree of independence, the role provides specialist advice on internal communications, employee engagement, organisational culture and change. The position is responsible for developing communication strategies, leading agency-wide campaigns and initiatives, managing key internal communication channels, and evaluating the effectiveness of activities to drive continuous improvement.

The role works closely with senior leaders, subject matter experts and stakeholders across the agency to communicate organisational priorities, support strategic change, strengthen employee experience and foster a positive workplace culture.

The APS6 is expected to exercise sound judgement, build productive relationships across the agency, identify opportunities for improvement, and lead projects from conception through to delivery and evaluation.

Key responsibilities

Under broad direction from the Assistant Director, Culture and Internal Communications, the APS6 Senior Culture and Internal Communications Officer will:

- lead the planning, development and delivery of agency-wide internal communications strategies, campaigns and initiatives aligned with organisational priorities.
- provide strategic communications advice to managers, executives and business areas on internal communications, employee engagement and culture-related activities.
- develop, review and publish high-quality communication products including all-staff messages, intranet content, executive communications, briefing materials, newsletters, speeches and presentations.
- lead the management, governance and continuous improvement of internal communication channels, including the agency intranet and digital collaboration platforms.
- design and implement staff engagement, culture and recognition initiatives that enhance employee experience and strengthen organisational culture.
- lead communication and engagement activities supporting organisational change, transformation and workforce initiatives.
- analyse staff feedback, engagement data, communication metrics and other organisational insights to identify trends and recommend actions.
- manage agency-wide events, consultation activities, town halls, recognition programs and engagement forums.
- establish and maintain productive relationships with stakeholders across all levels of the organisation, including senior executives.
- develop communication plans, content calendars, governance materials, toolkits and guidance resources.
- identify strategic risks, issues and opportunities relating to internal communications and culture, and recommend solutions.
- contribute to workforce planning, business improvement and organisational development initiatives.
- mentor and provide guidance to junior team members and contribute to a positive, collaborative team culture.
- ensure all activities comply with APS requirements, accessibility standards, agency policies and communication best practice.

Key capabilities

To succeed in this role, you will demonstrate:

Strategic communication and engagement

- Ability to develop and implement strategic communication and engagement approaches that support organisational objectives.
- Ability to translate complex information into clear, engaging and audience-focused communications.
- Strong understanding of internal communications, employee engagement and organisational culture principles.

Stakeholder engagement and influence

- Ability to build and maintain productive working relationships across diverse stakeholder groups, including senior leaders.
- Strong consultation, negotiation and influencing skills.
- Ability to gain stakeholder commitment and achieve outcomes in complex environments.

Leadership and initiative

- Demonstrated ability to take ownership of work, show initiative and deliver results with limited direction.
- Ability to identify improvements and lead implementation of practical solutions.
- Capability to mentor and support junior staff.

Project management and delivery

- Ability to manage multiple projects and competing priorities simultaneously.
- Strong planning, organisation and delivery skills.
- Ability to manage projects through design, implementation and evaluation.

Analysis and judgement

- Strong analytical skills with the ability to interpret employee feedback, communication metrics and organisational data.
- Ability to exercise sound judgement and make evidence-based recommendations.
- Ability to anticipate risks and implement mitigation strategies.

Working collaboratively

- Demonstrated commitment to fostering a positive and inclusive workplace culture.
- Ability to work collaboratively across teams and contribute to shared organisational outcomes.

- Commitment to APS Values, Employment Principles and the Code of Conduct.

Qualifications and experience

The following are required for this role:

- qualifications in communications, public relations, marketing, journalism, human resources, organisational development or a related discipline
- demonstrated experience developing and delivering internal communications, engagement, culture and/or change initiatives that support organisational objectives and employee experience
- demonstrated experience providing professional advice and support to managers and stakeholders on communication, engagement, culture and/or change-related matters
- demonstrated experience managing communication channels, coordinating engagement activities and delivering projects or initiatives within agreed timeframes and quality standards
- highly developed written communication skills and demonstrated ability to produce high-quality communication products
- demonstrated experience using Microsoft 365, SharePoint and digital communication platforms to develop, publish, manage and evaluate internal communications and engagement activities
- experience working in the Australian Public Service or a government environment is highly desirable
- knowledge of APS Values, Employment Principles and Code of Conduct, or the ability to quickly acquire this knowledge

Candidates who can demonstrate strong practical experience in writing, coordination and stakeholder engagement in a professional environment will be highly competitive, even if they do not hold formal qualifications.

We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and are committed to fostering a culturally safe, respectful and inclusive workplace.

Security clearance

The successful candidate must be able to obtain and maintain a **Baseline** security clearance.

Recruitment minimum requirements

The minimum requirements for this role are:

- qualifications in communications, public relations, marketing, journalism, human resources, organisational development or a related discipline
- demonstrated experience developing and delivering internal communications, engagement, culture and/or change initiatives that support organisational objectives and employee experience
- demonstrated experience providing professional advice and support to managers and stakeholders on communication, engagement, culture and/or change-related matters
- demonstrated experience managing communication channels, coordinating engagement activities and delivering projects or initiatives within agreed timeframes and quality standards
- highly developed written communication skills and demonstrated ability to produce high-quality communication products
- demonstrated experience using Microsoft 365, SharePoint and digital communication platforms to develop, publish, manage and evaluate internal communications and engagement activities
- experience working in the Australian Public Service or a government environment is highly desirable
- knowledge of APS Values, Employment Principles and Code of Conduct, or the ability to quickly acquire this knowledge.

RecruitAbility is a scheme which aims to attract applicants with disability and create an equitable, level playing field. All vacancies for the Australian CDC are advertised under the RecruitAbility Scheme.

Applicants with a disability are advanced to a further stage in the selection process if they:

- opt into the scheme
- declare they have disability
- meet the minimum requirements of a vacancy advertised under the scheme.

Candidates who opt into RecruitAbility are not required to provide specific details of their disability to the panel. More information on RecruitAbility can be found here:

[RecruitAbility scheme: A guide for applicants.](#)

Application response (one page pitch)

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement, in line with the [APS Work Level Standards](#).

Applicants are required to submit an [Australian CDC Application Form](#), accompanied by a one page pitch framed around the key duties and key capabilities. **Your one page pitch should be no more than 500 words. Applications that do not meet these requirements may not be considered.**

Eligibility

It is a requirement for anyone who is employed by the CDC to be an Australian citizen.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

How to apply

Apply by 11:30 pm AEDT on 20 October 2026.

To be considered for this role, applicants must submit a completed [Australian CDC Application Form](#), and provide:

- a 'one page pitch' addressing the key duties and capabilities. This is your chance to tell us why you are the right person for the job and what you will bring to the role. We want to know why you want to work at the Australian CDC, why you are interested in the role, how you can add value, and how your skills and experience apply.
- you will also need to provide your resume of no more than 4 pages, including the contact details of at least 2 nominated referees to complete your application.

Note: All required documents must be submitted for applications to be considered. Incomplete applications may not proceed to shortlisting.

Who to contact

If you experience any difficulties accessing or submitting your application, please contact our Recruitment team via Bronwyn - Bronwyn.Hill@chandlermacleod.com.

Indicative timeline for recruitment*	Date
Applications open	6 October 2026
Applications close	20 October 2026
Interviews	28 – 30 October 2026

* may be subject to change

Work environment description

Responsibilities – As detailed in Section 28 of the [Work Health and Safety Act 2011](#) while at work, a worker must:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers
- complete all WHS related induction and training
- report all work-related incidents or illnesses to the WHS Section.

Description	Requirement	Additional information
Administrative		
1. Computer Use	Y	
2. Generic screen based	Y	
3. Sitting at desk	Y	
4. Standing for long periods	N	
Manual handling		
5. Lifting 0-15kg	N	
6. Lifting 15 kg+	N	
7. Climbing	N	
8. Bending	N	
9. Squatting	N	
10. Reaching	N	
11. Push/pull	N	
12. Sequential repetitive movements in short period of time	N	
13. Manual dexterity/manipulation	N	
Work environment		
14. Work with others towards shared goals in a team environment	Y	
15. Works in isolation from other staff	N	
16. Distance walking (i.e. large building or inter-building transit	N	
17. Works outdoors	N	
18. Works in a call centre environment	N	
19. Works in a customer service environment	N	

Description	Requirement	Additional information
Tasks involving		
20. Exposure to chemicals	N	
21. Exposure to biological hazards	N	
22. Working at heights	N	
23. Requirement to wear Personal Protective Equipment (PPE)	N	
24. Requirement for full colour vision	N	
25. Work with energetics and explosives	N	
26. Exposure to petrol, oil, lubricant products that may cause dermatological conditions	N	
27. Exposure to extreme temperatures	N	
28. Confined spaces	N	
29. Exposure to non-ionising radiation	N	
30. Excessive noise	N	
31. Low lighting	N	
32. Dangerous goods/ equipment	N	
33. Exposure to airborne odours	N	
34. Frequent travel – Vehicle	N	
35. Frequent travel – Seaborne	N	
Cyclic workload		
36. Peaks & troughs	Y	
37. Frequent overtime	N	
38. Rostered shift work	N	