

## JOB DESCRIPTION

# Kaitohutohu Pāpāho | Digital Communications Advisor (Full-time position)

<b>Role:</b>	Kaitohutohu Pāpāho   Digital Communications Advisor
<b>Team:</b>	External Engagement
<b>Reports to:</b>	Director – External Engagement
<b>Functional responsibility to:</b>	Communications and Digital Engagement Lead
<b>Date updated:</b>	May 2026

---

### PŪTAKE TŪRANGA | POSITION PURPOSE

The Royal Society Te Apārangi advances and promotes science, technology, and the humanities. We grow pathways of knowledge to ensure that science and research are shared for the benefit of all.

Our functions include promoting public understanding of and trust in science and research, celebrating excellence in science and research, and providing expert advice to government and communities.

This is a role for a skilled communicator who can work independently to translate complex research into engaging stories that reach diverse audiences across Aotearoa New Zealand using a broad range of primarily digital formats. We are particularly interested in applicants with experience in journalism, science communication, and short-form video production and editing.

The person will also shape the Society's public profile, and help to raise the voice and visibility of its members across the research, science, and education sectors.

### NGĀ TŪHONOHONO | RELATIONSHIPS

The role reports to the Director – External Engagement, with functional responsibility for day-to-day work delegated to the Communications and Digital Engagement Lead.

The person will also engage with other kaimahi staff and a range of external stakeholders, including members of the Society, research institutions, iwi, schools, and media contacts.

### MĀNGAI PŪTEA | FINANCIAL AUTHORITY

As delegated by the Director – External Engagement.

## **TE MAHI | KEY TASKS AND ACCOUNTABILITIES**

### **Communications and content creation**

- Develop and deliver multimedia communications across a range of formats to reach diverse communities.
- Write informative, engaging, accurate, and culturally relevant content for a range of channels and audiences, including newsletters, profiles, social media posts, copy for events and speeches, presentations, news articles, and publications.
- Produce and edit short videos, podcasts, overlays and infographics, and images as needed to communicate key concepts and reach a wide audience in a range of media.
- Contribute to live events such as webinars, lectures, workshops, launches, and panel discussions, by supporting audio visual content, and producing promotional material and invitations, photography, video, and follow-up content.
- Translate complex ideas (eg, research outputs or expert consensus) into accessible, compelling stories for non-specialist audiences.
- Raise the profile of students and scholars, and celebrate their achievements, by announcing opportunities, soliciting nominations, and profiling achievements.
- Support other kaimahi to plan and disseminate information about the activities of the Society and its members to target audiences.
- Help to shape and share key messages that increase awareness of the positive impact created by the Society – ranging from funded research, to Journal publications, awards and medals, events, lectures, education programmes, competitions, and other opportunities.
- Advise and support colleagues to deliver vital information, such as expert perspectives and advice on key issues, to the government and the public.

### **Digital and social media**

- Develop and regularly update web content to ensure that the Society's website remains impactful, current, and accessible.
- Manage and moderate the Society's social media channels (currently, Facebook, Instagram, LinkedIn, and YouTube), planning, publishing, and reposting content to a consistent schedule to achieve agreed targets and drive traffic to the website.
- Monitor and moderate social media platforms as needed, and respond to public queries via social media as a first point of contact, escalating as appropriate to manage any risks.
- Maintain awareness of social media trends, algorithm changes, and platform functionalities, and recommend any changes.
- Develop and report on metrics to track reach, engagement, and audience growth via the website and social media channels.
- Produce and manage regular (fortnightly and quarterly) newsletters to achieve agreed targets for readership and engagement of members and wider audiences.

### **Corporate communications and brand**

- Contribute to and help drive communication initiatives that maximise the Society's positive impact in line with strategic priorities.
- Collaborate with Māori staff and stakeholders to ensure that communication plans honour Te Tiriti o Waitangi and reflect the needs and aspirations of Māori communities.
- Support and enhance design for presentations and publications.
- Apply and maintain the Society's standards for brand and visual identity consistently across all communications materials.

- Ensure that all content embodies the Society's agreed guidelines for writing style, including appropriate use of te reo Māori.
- Uphold professional standards and ethical practice in all communications, in keeping with the Society's values of integrity, transparency, and critical thinking.

### **Media and external relations**

- Prepare and disseminate press releases, media advisories, and other proactive communications.
- Respond to media queries and manage reactive communications appropriately with the Director of External Engagement and the Communications and Digital Engagement Lead.
- Support positive engagement with key media contacts.
- Contribute to the Society's work to maintain and manage key networks, stakeholders, and influencers across the research, education, and science sectors.
- Contribute proactively to the Society's engagement with research, government, philanthropic, parliamentary, and business stakeholders, and support outreach to communities across Aotearoa.
- Establish and maintain constructive working relationships with relevant external and internal stakeholders to enhance the Society's communications reach and effectiveness.

## **NGĀ WHANONGA PONO | BEHAVIOURAL COMPETENCIES**

### **Delivers results**

- Takes responsibility and is comfortable with making decisions and taking ownership of their work.
- Achieves results by working collaboratively with a range of individuals within the organisation.
- Demonstrates a high level of attention to detail.
- Has a commitment to achieve at a high level at all times.
- Sets clear and realistic objectives, and meets agreed objectives.
- Is self-motivated with ability to work with minimal supervision.
- Meets deadlines.

### **Relationship management**

- Takes responsibility for developing and maintaining relationships that enhance the achievement of objectives and further the Society's goals.
- Relates well to people inside and outside the organisation and builds appropriate rapport.
- Proactively and effectively manages internal and external relationships, working in partnership with a wide range of stakeholders, adding value to business decisions.
- Understands the values, needs, and aspirations of current and potential partners.

### **Teamwork**

- Positively contributes to team dynamics.
- Builds cooperative effective relationships internally and with other external individuals and groups and takes responsibility for facilitating positive outcomes.
- Has the ability to network widely and form partnerships across government, science, research, creative, and business sectors.

ROYAL SOCIETY **TE APĀRANGI**

11 Turnbull Street, Thorndon, Wellington 6011, New Zealand | +64 4 472 7421 |  
ROYALSOCIETY.ORG.NZ

- Participates effectively as a team member in wider, diverse, and cross-disciplinary teams, which may involve external participants.
- Encourages contributions by being receptive to new ideas, listening to everyone's opinions and explaining why some contributions cannot be acted on.

## **HEALTH, SAFETY, AND WELLBEING**

- Take responsibility for working in a safe manner.
- Proactively identify and help manage risks to health, safety, and wellbeing.
- Comply with all policies and procedures to ensure the safety of self and team.

## **NGĀ UARA | INTERNAL VALUES**

### **Collaborative**

- We listen, share and embrace others' views.
- We ask for input and offer assistance.
- We actively collaborate on projects to ensure the best outcome.
- We actively build trust with internal and external stakeholders.

### **Diversity, equity and inclusivity**

- We seek, embrace, and value diversity.
- We bring our whole selves to work.
- We treat everyone fairly and give everyone the same opportunities.
- We value the thoughts and perspectives of everyone.

### **Acting with integrity**

- We listen.
- We tell the truth.
- We show discretion and respect confidences.
- We treat everyone with respect as we would like to be treated.
- We stand up for what is right.
- We stand firm when required, and follow through on promises and commitments.
- We provide frank and fearless advice.

### **Sustainability**

- We act in ways that reduce our impact on the planet.
- We embrace innovation to reduce our footprint.
- We use our resources – time, funding and materials – wisely.

### **Transparency**

- We set clear expectations of ourselves and others.
- We lead by example and through our actions.
- We encourage open discussion and active listening.
- We share information openly, while protecting sensitive information.
- We are able to say 'no' when we need to, and why we cannot meet the request.