

## **Role Description**

**Job title:** Crisis Writer

**Reporting to:** Head of Crisis Operations and Head Crisis Writer

**Hours:** 8-10 hours per week + Full-Time during Summit Week

**Location:** Canberra

## **Purpose of the Position**

The position of Crisis Writer stands as a role within the Australian Crisis Simulation Summit (ACSS) Crisis Operations Team. The role engages directly and oversees the development of crisis simulations constructed by the crisis writing team.

As a CW, you will be responsible for the development of your team's crisis simulation. You will be responsible for writing and developing the narrative of the crisis simulation. This position also requires a high level of engagement and consultation with key academic consultants, industry professionals, as well as internal and external stakeholders, imperative to the formation of the simulations, the success of your team and the broader objectives of the ACSS.

## **Responsibilities and Duties**

- Provide strong levels of research and analysis to ensure the development of a realistic crisis narrative.
- Engage with academics and industry professionals to maintain the realism of the crisis simulation.
- Work closely with the Head Crisis Writer, whilst guiding research for the Research Officers. Ensuring that the team is working collectively towards shared objectives.
- Develop, draft and design the implementation stage of the simulation narrative through the use of software. This includes briefs, emails, news articles and SBC Scripts

- Actively liaise with your crisis writing team to assist in formulating the foundations for crisis simulation projects. Additionally, facilitate, guide and maintain strong relationships within the team.
- During the summit week, manage the operation and implementation of your simulation.

## **Academic and trade qualifications**

### **Essential qualifications**

- At least be in your second year of studies at the Australian National University.

### **Desirable qualifications**

- Studying international relations, security studies, arts, business, law, legal studies, humanities, philosophy or economics.
- Have a strong interest in domestic/international security and/or world affairs.

## **Work experience and skills**

### **Essential experience**

- Proven leadership position/s

### **Desirable qualifications**

- Experience in a high-intensity work environment with the ability to adapt quickly to changes
- The ability to make short, quick decisions under pressure

## **Personal qualities and behavioural traits**

### **Essential qualities or behaviours**

- Proven strong organisational skills
- Proven leadership skills and/or positions
- Strong written and verbal communication skills

- Strong interpersonal skills

## **Relationships/Report to**

### **Details of relationships relevant to this role**

The role of Crisis Writer (CW) will liaise directly with the Crisis Operations Team and will report directly to the Head of Crisis Operations.