

Role Description

Job title: Head Crisis Writer

Reporting to: Head of Crisis Operations

Hours: 10-15 hours per week + Full-Time during Summit Week

Location: Canberra

Purpose of the Position

The position of Head 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 HCW, you will be responsible for the development of your team's crisis simulation. You will be responsible for overseeing and coordinating your team to create a complex and realistic 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

- Responsible for scheduling regular meetings with your crisis writing team and ensuring that deadlines are adhered to, and project timelines are developed.
- Leading the planning, development and implementation stage of the crisis narrative, including facilitating its implementation into the final software.
- Liaise with the HCO to make final decisions regarding narrative structure, content and major decisions affecting the simulation's overall narrative. Ensuring to provide regular progress updates on simulation progress and logistical concerns.
- Liaise with academics and industry professionals to maintain and enforce realistic narratives.
- Lead developer of pre-readings and plenary documents for academics and delegates.

- Actively liaise with your crisis writing team to assist in formulating the foundations for crisis simulation projects. Additionally, facilitate, guide and maintain strong leadership within the team.
 - 2x Crisis Writer, 1x Research Officer and on occasion 1x SBC Officer
- 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 Head Crisis Writer (HCW) will liaise directly with the Crisis Operations Team and will report directly to the Head of Crisis Operations.