

Position Description

Position Title	Communications Officer		
Department	Economic Development & Growth	Position Number	ED&G07
Grade	Grade 7	Location	Council Administration Office - Coonamble
Status	Permanent Full Time	Hours	35hrs week / 70 hrs per fortnight
Reports To	Executive Assistant	Industrial Instrument	Local Government (State) Award 2023
Date Revised	12/04/2024	Version Number	1
Direct Responsibilities	Communications		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position is focused on working with Council staff, government and non-government organisations, community networks and agencies, service providers, the media, cultural institutions, sporting, business and other groups to access, promote and support funding opportunities and to build and strengthen relationships to promote Council's activities and enhance the reputation of the organisation.

Also, to plan, coordinate and deliver marketing and communications strategies, while promoting a positive image of Council.

Position Benefits

- 9 day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Communications

- Proactively monitor and update the Council social media platforms and website and respond to enquiries as required/directed.
- Develop and distribute media releases, reports, newsletters, educational material and assist in community consultation processes.
- Work collaboratively with key internal stakeholders on communication, marketing and engagement projects.
- Lead the development, implementation and evaluation of communications strategies and campaigns for key Council projects and issues.
- Create and deliver a high level annual communication program to capture Council's projects, activities and events as well as key community events.
- Manage community expectations through the timely provision of accurate, positive, interesting and timely communications following each Council meeting in conjunction with key stakeholders e.g. draft media releases and website update completed prior to the Council meeting for amendment if required and distribution within 24 hours of the meeting.
- Ensure the creative content and production quality of communication materials are consistent with Council's values, policies, corporate objectives and corporate identity.
- Act as consultant and facilitator to staff, assisting them to increase the effectiveness and professional presentation of Council's messages to the public.

Records and Finance

- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Assist in developing annual budget estimates and costs and ensuring division is operated within budget constraints.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Ensuring that financial transactions and records are in accordance with Council's Procurement Policy.
- Seeks approval from direct report for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Prepare information and compile reports as requested.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

<i>Who</i>	<i>Why</i>
Economic Development & Growth Team	Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high level of customer service.
Direct Reports	Nil

Key External Relationships

<i>Who</i>	<i>Why</i>
External Funding Providers	Consistently communicating and researching external funding opportunities through communication with external funding providers.
External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.

Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding of Communications preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Qualifications in Communications, Business Administration or equivalent (Certificate IV level or higher) or demonstrated high level skills and suitable extensive practical experience commensurate with position responsibilities and requirements.
- Demonstrated experience in media relations, handling media enquiries, sourcing good news stories and general media management.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).

Desirable Requirements

- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Demonstrated experience in a similar role (3+ years).
- Tertiary Qualifications in Communications, Business Administration or equivalent (Certificate IV level or higher) or demonstrated high level skills and suitable extensive practical experience commensurate with position responsibilities and requirements.
- Sound knowledge of Communications preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge
- Sound ability to organise, plan, develop and deliver programs and services, working in line with organisational goals, and with the ability to adapt to changing priorities.
- Capacity to effectively monitor, evaluate and report on progress and deliver results within allocated resources.
- Sound ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional.
- Sound ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Sound ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	