

**POSITION DESCRIPTION**

1. POSITION DETAILS			
<b>Position Title</b>	Programs Communications Officer	<b>Designation and Classification Level</b>	RGRC Level 7
<b>Position No</b>	2250	<b>Division</b>	General Manager of Corporate Services and Sustainability
<b>Business Unit</b>	Corporate Services and Sustainability	<b>Reports To</b>	Grants Manager
<b>Location</b>	Katherine	<b>Date Created</b>	January 2022
2. POSITION CONTEXT			
<b>Position Purpose Summary/</b>	This role is responsible for delivering positive and operative promotion of the Council's externally funded program deliveries i.e. the Community Development Program (CDP), National Disability Insurance Scheme (NDIS) and Community Safety. This role will be compiling and creating all forms of media and communications to ensure the constituents of the Roper Gulf Regional Area and key stakeholders are informed of the various programs progress, successes and business activities.		
3. KEY RESPONSIBILITIES			
<p><b>1. <u>Service Delivery, Planning and Monitoring</u></b></p> <ul style="list-style-type: none"> <li>Build and sustain positive relationships by proactively engaging in various media and Communication Public Relations with relevant funding bodies and Stakeholders.</li> <li>Develop a Communications Strategy that will promote Councils various programs progress and business activities for the Roper Gulf Region.</li> <li>Design, produce, promote and distribute Council's promotional material that incorporates Council's objectives of community events, posters and other marketing material.</li> <li>Prepare media releases and overall high achievements segments for approval to various audiences.</li> <li>Develop and maintain relevant stakeholder databases, including media networks.</li> <li>Assist and contribute content, objectives and Key Performance Indicators towards the Annual Report, Regional Plan, Corporate Plan and Five (5) Year Strategic Plan.</li> <li>Assist, support and contribute documentary evidence and reporting for Grant Acquittals.</li> <li>Build professional relationships and respect between Council and stakeholders (this includes but not limited to external funding bodies, stakeholders within Councils service locations and residents)</li> <li>All other duties as required to support the Key Performance Indicators of the Corporate Services and Sustainability and Council Services and Community Engagement.</li> </ul> <p><b>2. <u>Organisational Sustainability</u></b></p> <ul style="list-style-type: none"> <li>Contribute relevant content towards the development and maintenance of Council's online presence and image</li> <li>Contribute relevant content towards the Council's website -- particularly around CDP and Community Safety Key Performance Indicators and 'good news' stories</li> <li>Contribute towards the development and maintenance of Council's operational presence and image through monitoring all media channels of complaints and addressing negative issues</li> <li>Develop clear and consistent internal communication methods between the CEO and Council staff.</li> </ul> <p><b>3. <u>Quality and Continuous Improvement</u></b></p> <ul style="list-style-type: none"> <li>Provide support and participate in Council's promotional and public events, including Civic Events, with council's Events Committee.</li> <li>Plan and coordinate social media activities including updates on Twitter, Instagram and Facebook.</li> </ul> <p><b>4. <u>Work Health and Safety (WHS)</u></b></p> <p>All Council staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> <li>Undertake work in a manner that is not harmful to their health and safety or the health and safety of others</li> <li>Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System</li> <li>Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements</li> <li>Attend and actively participate in WHS and other mandatory training</li> <li>Monitor workplace conditions and report:</li> </ul>			

- o Ideas which may improve health and safety
- o Any work related or personal injury or illness (where it may affect their ability to work safely)
- o Any work-related incident they witness, including bullying and harassment
- o Hazards and incidents including any malfunction or inadequacies of equipment
- o Correct minor hazards as applicable

#### 4. SELECTION CRITERIA

##### ESSENTIAL

1. Three (3) years practical experience in a relevant media/communications role or demonstrated practical work experience.
2. Minimum of a diploma, or equivalent licences or certificates to media management or communications.
3. High level of skill and in depth understanding of marketing and creative communications that can appeal to various audiences within Roper Gulf Region.
4. Demonstrated ability to write non-standard correspondence, reports and/or submissions that require original content, wording and paragraph construction.
5. Demonstrated experience in website maintenance.
6. Excellent organisational skills, time management and attention to detail.
7. Excellent interpersonal, written and communications skills, with a high level of proficiency in content writing and ability to write to a high standard.
8. Excellent networking skills with demonstrated experience liaising with a wide range of internal and external clients that includes Councillors, constituents and other stakeholders.
9. Experience in developing a network of media contacts.
10. Advanced Microsoft Office (Word, Publisher, PowerPoint, Excel, and Outlook) skills.
11. Provide current First Aid Certificate and/or willingness to participate in relevant training.
12. Able to meet the inherent requirements of the position both physically and mentally.

##### DESIRABLE

1. Bachelor Degree in Media Management
2. Previous experience in a similar position within the public service
3. Already established professional relationships and contacts within the media industry

##### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

##### TRAVEL REQUIREMENTS

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

#### 5. ACKNOWLEDGEMENT

General Manager	Cindy Haddow	Date Approved: 14/02/2023	Signature: 
Employee Name		Date:	Signature: