

POSITION DESCRIPTION

Job title	Communications and Engagement Officer - Assistant	Band	4/5
Team	Executive Services	Manager	Community Engagement Facilitator

The Nhulunbuy Corporation is a not-for-profit entity that receives its authority from an agreement with RTA Gove Pty Ltd to manage the township of Nhulunbuy, the nearby Industrial Estate and the Gove Airport.

The Nhulunbuy Corporation's primary responsibility is to provide services to Nhulunbuy residents, businesses and ratepayers. Our operations are similar to that of a Local Government Organisation.

Working at Nhulunbuy Corporation means that you will help to achieve our vision to build a resilient, safe and supported workplace that provides respectful, efficient and effective services for our community now and into the future. All our staff live and role model our Corporate Values of HIREd (Honesty, Integrity, Respect, Equality & Diversity)

Position objective

The purpose of this role is to:

1. Provide key support and administrative role within the Executive Services, Communications and Communities Team.
2. Foster participation and awareness within the Nhulunbuy community using a variety of media.

Ensure Nhulunbuy Corporation communications (delivered through a range of media) are accurate, timely and responsive to community needs.

Relationships

Internal

Employees,
Managers, Directors

Decisions usually impact the work of individuals from more than one working group/team.

External

Residents and ratepayers

Influences externally through the provision of administrative services to external parties in line with council standards.

Responsibilities

1. Assist with communications and engagement tasks utilising a range of media as appropriate.
2. Assist with responses to media enquiries and prepare media releases, in accordance with external communications policy
3. Assist with the maintenance and update of Nhulunbuy Corporation website and social media pages.
4. Assist in the preparation, co-ordination and promotion of Nhulunbuy Corporation events.
5. Monitor the media in relation to matters of relevance to Nhulunbuy Corporation.
6. Assist with miscellaneous graphic design tasks.
7. Assist with the compilation of usage data on website, social media and advertising exposure.

8. Provide administrative assistance to the Community Engagement Facilitator to achieve objectives.
Perform other duties not specified but appropriate to the position

Key Challenges and Complexities

1. Being aware of, and sensitive to, the importance of good quality communications and how critical they are to Nhulunbuy Corporation corporate reputation and public relations
2. Being able to manage in a fast-paced work environment often with multiple competing work tasks

Autonomy and Decision Making

The employee typically has the freedom to complete administrative tasks requiring the selection of an appropriate procedure from available alternatives based on one's knowledge and skill. If required, unusual or complex situations can be referred for clarity.

Employees are to adhere to Nhulunbuy Corporation's Code of Conduct, Policies, Protocols and Procedures at all times.

Minimum requirements

Personal Attributes, Communications and Team Work

- Demonstrated commitment to Nhulunbuy Corporation's Corporate HIRED Values of Honesty, Integrity, Respect and Equality and Diversity.
- Excellent written communication skills and an eye for detail with regard to written content.
- Good verbal communication skills.
- Ability to work as a member of a team of professionals.

Customer Service

- The ability and commitment to Nhulunbuy Corporation's Vision to build a resilient, safe and supported workplace that provides respectful, efficient and effective services for our community now and into the future.

Level of Planning, Problem Solving and Budget

- Excellent organisational skills and an ability to work on multiple projects simultaneously.
- Ability to work under pressure and meet required deadlines.

Essential Experience and Minimum Qualifications

- A minimum of 2 years relevant work experience (in communications, media, marketing, community engagement or similar)
- Proficiency in the Microsoft Office program suite.
- Experience in managing and maintaining websites.
- Willingness to work after hours and weekends
- Experience with Social Media.

Desirable Requirements

- Class C Drivers Licence
- Experience in using graphic design software

Approved by _____ Date _____