

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	Communications Officer
Reporting To	Governance Manager
Classification	Full Time Permanent
Level	Level 7 (Salary \$79,385 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading).
Location	Alice Springs

OBJECTIVES OF THE POSITION:

Operating under the direction of the Governance Manager and in close association with the Chief Executive Officer in accordance with Regional Council corporate plans and policies and relevant legislation this position is responsible for ensuring Council's desired image is communicated effectively.

DUTIES AND RESPONSIBILITIES:

- Develop, oversee and champion the Council's Communication Plan
- Ownership of the Council's brand ensuring Council wide messaging is consistent, including but not limited to development, ownership and monitoring of Council's style guide
- Produce or project manage high quality communications and public relations material eg annual report and press releases
- Proactively manage Council's web site and social media platforms
- Oversee Council's advertising requirements providing input as required
- Develop a working relationship with the media and other stakeholders
- Develop and oversee the Council's image library in an orderly and strategic fashion
- Remain abreast of new technologies and trends in communication
- Manage corporate image, including in relation to events
- Champion excellence in internal as well as external communication across the entire organisation including working with an attitude of high quality and continuous improvement
- Maintain a working knowledge of the issues within Council as well as its aspirations and work with senior staff to develop and disseminate considered, appropriate and strategic messaging that aligns with Council's Strategic Plan

SELECTION CRITERIA

Essential

- Formal qualifications in marketing, communications or a related field and work experience in a similar role
- Experience in graphic design
- Ability to manage communications projects from beginning to end
- Demonstrated excellence in communication, both verbal and written including an ability to communicate with a diverse range of audiences
- Self motivated and organised with previous experience working to legislated deadlines
- An eye for detail and attention to accuracy
- Ability to take quality photographs
- Willingness to travel to remote communities
- C class drivers license
- Ochre card & criminal history check or willingness to obtain

Desirable:

- Previous experience in local government

*If shortlisted, applicants will be asked to submit two examples of their work in each of the following areas: social media, web site management, written communication, graphic design and photography.

Note to Candidates

The Communications Officer will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Have a reasonable level of fitness.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

Closing date: Due to the urgent need to fill this position, Council will review applications as and when they are received and will shortlist, interview and appoint a suitable candidate from the application/applications received

Applications marked 'Confidential' should be forwarded to recruitment@centraldesert.nt.gov.au

VISION – TWO WAYS, ONE OUTCOME

(Indigenous and non-indigenous people working together for the best outcomes)

INFORMATION FOR APPLICANTS FOR THE POSITION OF COMMUNICATIONS OFFICER

Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

SALARY

The salary is Level 7 Step 1 (Salary \$79,385 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30th June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

SUPERANNUATION

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

ANNUAL LEAVE

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

LONG SERVICE LEAVE

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

PERSONAL/CARERS' LEAVE

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
 - A personal illness, or personal injury, affecting the member, or
 - An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

STUDY LEAVE

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

LEAVE WITHOUT PAY

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

HOURS OF WORK

The ordinary hours of work will be 76 hours per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

CEREMONIAL LEAVE

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave.

Cultural leave does not accumulate from year to year.

PROBATION

This role will be subject to an initial probationary period of six months.

RELOCATION EXPENSES

The Regional Council's relocation policy which is on the website will apply. The payment of relocation expenses is made on the condition that if for any reason the manager resigns within one year of the appointment date, then they will refund the full amount.