

# POSITION DESCRIPTION



## POSITION DETAILS

<b>Position Title</b>	Media Officer
<b>Position Number</b>	
<b>Department</b>	Office of the Chief Executive Officer
<b>Section/ Stream/ Unit</b>	Strategic Projects   Media
<b>Classification</b>	Level 2-3 Queensland Local Government Industry Award (Stream A) – State 2017
<b>Reports To</b>	Strategic Projects Manager

## POSITION OBJECTIVES

Reporting to the Strategic Projects Manager, this role operates within the office of the Chief Executive Officer co-ordinating effective internal and external communications.

## KEY RESPONSIBILITIES

- Work closely with the team in prioritising workflows, timely and accurate updating of media channels, content production and production of corporate documents.
- Assist in the development and implementation of strategic media, communication and engagement plans.
- Engage and build relationships with internal and external stakeholders to provide quality customer service for media enquiries.
- Contribute to content for Councils' campaigns, publications, media and digital presence.
- Support the team in working with specialist suppliers, including copy writers, graphic designers, mail houses, printers, etc.
- Carry out general administrative functions relevant to the work area which are compliant with Council's policies and procedures.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- Well-developed interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- Demonstrated numeracy, written and verbal communication skills.
- Provide and maintain effective and quality customer service.
- Work effectively under general supervision to manage time, plan, organise and prioritise own work, and if required oversee and/ or guide the work of others to achieve defined outcomes.
- Strong attention to detail and ability to perform work with a high level of accuracy.
- Demonstrated data entry and word processing skills, and proficiency in the use of Microsoft Office Suite and Council's Information Management Systems (MagiQ Documents, MagiQ Enterprise), or ability to rapidly acquire same.
- Knowledge of, or ability to acquire knowledge of Council's standard work practices, procedures and policies relevant to the work area.
- Exercise a high level of judgement, initiative, confidentiality and sensitivity in the performance of work.
- Demonstrated experience in communications, creating digital content, website management, or related fields.

## **Qualifications, Training and Licences**

- Unrestricted drivers licence – 'C' class is essential.
- Tertiary qualifications or undertaking formal qualifications relevant to the work area are desirable.

## **WORK HEALTH AND SAFETY**

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.