

Job Specification:

Communications Officer (Contract)

The Opportunity

The Communications Officer (Contract) works with internal stakeholders to implement communication initiatives for the range of programs and services provided by Council. The role is an essential contributor to building confidence and knowledge across the community about the role of Council and to drive community awareness of Council services, events and community participation. The role is offered on a fixed-term twelve (12) month contract basis.

What you need to succeed

The ideal candidate will have outstanding written, visual and oral communication skills. Your research ability and proven creative skills, along with your flexible approach and ability to prioritise and meet deadlines in a dynamic environment will be the key to your success.

You will be able to demonstrate your ability to communicate with a range of internal and external stakeholders in a polite and professional manner. We are seeking a keen and supportive member of our Governance & Community Wellbeing Department.

What we offer

This position is based at Council's offices at Westbury, a short 25 minute drive from the city of Launceston.

The remuneration package includes the following:

- The employment is offered for a term of twelve (12) months on a full time basis (or part time basis by negotiation with the preferred candidate);
- Annual salary will be negotiated subject to the applicant's qualification, skills and experience. The range will be \$81,261 to \$88,790 under Council's Enterprise Agreement 2022 (pro rata for part time employees);
- Superannuation will be paid with an additional 3.5% above the amount required by the superannuation guarantee, currently a total of 15.5%.
- A 19-day month, allowing for a rostered day off for full-time employees;
- On occasion, there may be a requirement to work outside standard office hours of 8.30am to 5.00pm, with appropriate compensation provided in line with Council's Enterprise Agreement.

Other benefits include:

- Genuine demonstrated commitment to flexible work arrangements;
- A range of progressive Health and Wellbeing Services including onsite gymnasium, wellbeing activities & initiatives, and access to an Employee Assistance Program for employees and their immediate families;
- Ongoing professional learning and development opportunities;
- Standard annual and personal leave entitlements, with payment of leave loading on annual leave;
- Long service leave is based on 10 years continuous service, with pro rata access available after seven years of continuous service; and
- Free on-site parking.

Selection Criteria

In addressing the selection criteria, please use relevant examples of how you believe you meet or have the potential to meet these requirements.

1. A qualification in a relevant field and at least three years relevant work experience; or an equivalent combination of education, training, skills and experience.
2. Demonstrated high level communication skills, including a combination of at least two of the following:
 - a. Intermediate to advanced writing skills, including the ability to draft, edit and proofread creative and technical documentation.
 - b. Intermediate to advanced graphic design skills, including the ability to apply those skills across a variety of applications (for example, Adobe CC suite, web design etc).
 - c. Intermediate to advanced audio, photo, and video production skills.
3. Experience designing and producing visual communications.
4. Demonstrated ability to actively research content to produce accurate communication materials in a relevant and timely manner.
5. Proficiency with social media, Microsoft Office applications and task management software.

It is a requirement that the successful applicant has a motor vehicle licence.

Learn more

If you have any questions please contact Anthony Kempnich, Manager Governance and Legal on 6393 5378 or email anthony.kempnich@mvc.tas.gov.au

How to apply

To apply for the position, you will need to provide the following:

- Application form;
- Covering letter;
- Current resume; and
- Statement addressing the selection criteria (maximum of two (2) pages).

Applications should be forwarded to: recruitment@mvc.tas.gov.au

Applications close **Friday 3 October at 9.00am**, however Council may proceed with interviewing prior to this date. Applicants are encouraged to apply at their earliest convenience. Council will remove this advertisement if the position is filled.

Applicants should note that for a period of 12 months from date of publication, this selection process may be used to fill subsequent or similar full time and part time vacancies.

POSITION DESCRIPTION

Communication Officer (Contract)

Classification Grade 6

Governance and Community Wellbeing Department

September 2025

POSITION CONTEXT

The Communication Officer is part of the Communication Team, which sits within the Governance and Community Wellbeing Department (GCWD). The GCWD is responsible for the overall leadership and operation of the Council, working closely with all departments to ensure the Council operates in accordance with best practice governance and the *Local Government Act 1993* (Tas).

The Communication Team reports to, and works closely with, the Manager Governance and Legal to develop and deliver the Council's communication functions, including a range of internal and external communication initiatives. In doing so, the team helps build the community's awareness of, and confidence in, the Council and its activities.

ORGANISATIONAL RELATIONSHIPS

Reports to the Manager Governance and Legal.

The position has no direct reports.

KEY CHALLENGES

- Following approval protocols, particularly with urgent communications.
- Developing content that is engaging, consistent and timely.
- Working collaboratively and building relationships to increase the effectiveness of the Council's communication function.
- Ensuring information and collateral is appropriate, relevant and aligns with Council-managed brand identities.
- Maintaining effective information sharing with appropriate internal and external stakeholders.
- Managing competing priorities and staying on task in a dynamic environment.

PRIMARY RESPONSIBILITIES/OUTCOMES

- Create, deliver and monitor engaging communication content.
- Research and draft external communication content such as media releases, newsletters, social media posts, speeches, public statements and other presentations.
- Design public-facing collateral such as event posters, reports, strategy documents, web page content, sign designs, newspaper advertisements, and other audio-visual content.

- Draft, compile or design internal communication content, such as corporate document templates, reports, policies, training videos, and other technical documents.
- Assist to design and maintain Council-managed websites.
- Contribute to the coordination of Council media events.
- Work efficiently and collaboratively with contractors.
- Maintain and monitor the use of Council-managed style guides, branding and corporate imagery.
- Comply with and help develop and maintain communication-related workflows.
- Undertake other duties as required.

ALL STAFF RESPONSIBILITIES

- Compliance with all Council policies and procedures that may be varied from time to time.
- Understanding of assigned responsibilities under the Fraud and Corruption Control Policy
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council's values.
- At all times ensure compliance with the *Local Government Act 1993*, the current Workplace Agreement and any other relevant legislation or professional standard pertaining to the role.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Meander Valley Council is committed to the safety and wellbeing of children and youth while encouraging their participation as a valued member of our community. We have zero tolerance to child or youth abuse or harm.

- You are obligated to prioritise the safety of children and young people you interact with in the performance of your role and contribute to council's continual improvement of safety and wellbeing practices in relation to children and young people.
- You are obligated to report conduct of concern.

For further information, please refer to our Safeguarding Children and Young People Policy and the Office of the Independent Regulator website at this location <https://oir.tas.gov.au/>.

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY

1. A qualification in a relevant field and at least three years relevant work experience; or an equivalent combination of education, training, skills and experience.
2. Demonstrated high level communication skills, including a combination of at least two of the following:
 - a. Intermediate to advanced writing skills, including the ability to draft, edit and proofread creative and technical documentation.
 - b. Intermediate to advanced graphic design skills, including the ability to apply those skills across a variety of applications (for example, Adobe CC suite, web design etc).

- Intermediate to advanced audio, photo, and video production skills.
- 3. Demonstrated initiative, sound judgement and resourcefulness.
- 4. Capacity to work in a dynamic environment, prioritising tasks and maintaining a high level of attention to detail and accuracy.
- 5. Strong administration, time management, and organisational skills.
- 6. Proficiency with task-management and project-management software and processes, such as kanban boards.
- 7. Ability to work autonomously and collaboratively as part of a multi-disciplinary team.
- 8. Technological proficiency and confidence in learning new software skills.
- 9. Adaptable thinking and willingness to take on new and diverse projects with a positive attitude.
- 10. Current C-class driver's licence.

ATTACHMENTS

- Council's Behaviours: 'The Way We Work Together'
- Organisational Structure

The way we work together.

01. We work as a team, value each other's contribution and are accountable for our work.

- We own tasks to completion and ask for help where needed
- We engage in respectful conversations in the workplace, showing kindness to each other
- We collaborate and value the input of everyone
- We communicate openly with transparency, honesty, whilst respecting confidentiality
- We demonstrate respect, trust, support and we encourage others

02. We support each other's roles to deliver the best outcomes for our customers and community.

- We will take the time to understand who does what and connect customers to the right area
- We are focussed on our customers and the community's needs
- We make decisions that are informed, considered and consistent
- We are willing to try new things, be open to new ideas, and are not afraid to fail

03. We are supported, trusted, and empowered to do our work.

- We are focussed on positive interactions and will provide constructive, respectful feedback
- We are appreciative of others and accommodate different ways of working
- We support an environment where people feel safe to share their ideas
- We celebrate our achievements

04. We value open and transparent communication to keep each other well informed.

- We share relevant information clearly and provide regular updates in a relatable way
- We actively listen to everyone and consider different points of view
- We vary our communication to suit the audience
- We are authentic and genuine in our words and actions

05. We operate in an environment where people feel connected.

- We are inclusive, welcoming and make an effort to build relationships
- We recognise, accept and value diversity
- We will proactively address issues as they arise
- Problems are shared and solved jointly
- We accept and learn from our mistakes



Organisational Structure

