

<b>Position Title:</b>	<b>Media, Communications &amp; Grants Officer</b>
<b>Position Status:</b>	Permanent, full time
<b>Department:</b>	Office of the Mayor & Chief Executive Officer
<b>Location:</b>	Normanton
<b>Award Classification/Level:</b>	LGO 3 – LGO 5
<b>Hours of Duty:</b>	37.5hours/week
<b>Award &amp; Enterprise Agreement:</b>	Local Government Officers' Award 1998 & Carpentaria Shire Council Administrative Agreement 2013
<b>Delegations:</b>	As per delegations register
<b>Reporting to:</b>	Chief Executive Officer

### **Primary Objectives of the Position**

The purpose of the Media, Communications & Grants Officer is to contribute towards the creation of a positive image for the Carpentaria Shire Council by effectively managing communication with the community and other stakeholders. This position sources and facilitates funding and grant applications for both Council and groups within the community.

### **Knowledge, Skill and Qualification Requirements**

#### ***Knowledge***

- Sound knowledge of media, communications and grant writing activities gained through experience;
- Knowledge of the functions of local government and the programs and activities delivered by Councils to their local communities.

#### ***Skills***

- A high level of computer literacy and the ability to manage social media and website platforms;
- Excellent writing skills.
- Excellent communication and customer service skills with an ability to liaise with members of the community, government agencies and non-government agencies.
- Ability to undertake all facets of publicity assignments, including media liaison and the design, layout and editing of any publications and displays;
- Ability to identify sensitive issues and respond appropriately with sound judgement and discernment.

#### ***Qualifications***

- Degree or Diploma in a relevant discipline or an equivalent level of experience and expertise gained through previous appointments in a similar role;
- Current Class 'C' drivers' licence.

## **Key Duties & Responsibilities**

### **Media & Communications**

Maintaining and effectively managing external media communication to ensure a positive image of Council is portrayed to the wider community by:

- Effectively managing all advertisements, media releases, interviews and contacts with the press and other organisations ensuring regular communication of Council's activities with the community;
- Managing Council's communication with the community in conjunction with the Mayor, Chief Executive Officer, and the relevant Council Department;
- Managing Council's website, intranet, and social media presences ensuring they are kept up to date at all times;
- Coordinate the regular Council bulletin/magazine for ratepayers;
- Maintain and ensure full utilisation of advertising agreements with radio stations such as 4KZ and KIK FM;
- Coordinate the development of information packs for various issues – e.g disaster management, issuing of road closed travel permits, "arrival" packs for new residents outlining services, businesses;
- Preparing Council publications as required and assisting with the preparation of Council's annual report;
- Researching and preparing speech notes as required for the Mayor;
- Designing posters, advertisements and brochures on a range of subject matters for various departments within Council;
- Providing strategic communication and media advice to the Mayor, CEO and Council's Management Team;
- Act as media liaison officer for the Local Disaster Management Group by attending meetings, preparing and reviewing a public warning and informational plan for use in the event of a disaster and in the event of a natural disaster threat – cyclone etc – assisting with media liaison and information dissemination at the Local Disaster Co-ordination Centre;
- Develop and maintain an internal and external communications strategy, as well as maintain the Corporate Style Guide for Council to ensure a uniform style is adopted in written material and branding of the organisation is consistent;
- Coordinate public consultation on projects or issues as required;
- Maintain a media database to collate items relating to Council in local media and providing a six-monthly analysis to Council.

### **Grants**

- Identify available grants, funding opportunities, philanthropic trusts, sponsorships and other sources of income for both Council and community groups.
- Identifying appropriate Council and community projects which may be eligible for funding, advise potential internal and external benefactors and assist with applications.
- Preparing quality grants and funding submissions and assisting others with the process, including research and analysis to support funding applications.
- Arranging appropriate execution of Council grants and funding documentation and complete reporting requirements.
- Networking with potential clients to ensure awareness of the guidance and support available, both internally and externally to Council.
- Maintain a database of sources and resources for both the Council and community groups.
- Other responsibilities deemed to be within skill and accountability levels.

## **Workplace Health & Safety and Equal Employment Opportunity Requirements**

### ***Work Health and Safety (WHS)***

- Follow safe practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm;
- Actively participate in WHS inductions and training;
- Participate in the development of safe work method statements and risk assessments with your supervisor when required;
- Wear personal protective equipment (PPE) in the prescribed manner and when required;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including telecommunication devices;
- Report all hazards, near misses and damage to Council's property to the responsible Supervisor.

### ***Injury Management***

- Report all injuries or illnesses to the responsible Supervisor immediately;
- If injured at work, actively cooperate and participate with injury management obligations and return to work plans if applicable.

### ***Risk Management***

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.

### ***Equal Employment Opportunity (EEO)***

- Recognise the skills and talents of other staff members;
- Treat people fairly;
- Act to prevent bullying, harassment and discrimination against others in your workplace;
- Respect differences among your colleagues and customers such as cultural and social diversity.