



INFORMATION PACKAGE

POSITION VACANT

COMMUNICATIONS OFFICER

REF NO: ESC624

CLOSING DATE: 4.30PM MONDAY 6 JUNE 2022

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Kellee Pisanos on 02 4474 1012



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 7378.



Position Description

Communications Officer


Position Code	495
Division	Communications
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Assist in the delivery of Council's communications service.

Main duties and key result areas (KRA)

1. Identify, research, and create content that promotes Council's activities and services for use by media and across Council's news platforms
KRA: Council's stories are engaging, informative and timely, and inform a wide audience through owned and earned channels.
2. Respond to media queries and requests for interview in collaboration with relevant Council staff, and monitor media and social media to gauge community sentiment about Council issues.
KRA: Effective communications advice is provided to Council staff. Media relationships are maintained with timely and accurate responses that inform the community.
3. Provide communications advice to Council staff including development of communications plans that guide community engagement activities and promotional campaigns.
KRA: Communications are planned, executed and result in successful outcomes.
4. Review and edit Council's publications including newsletters, corporate documents and promotional materials.
KRA: Council's public-facing materials are error-free and on-brand.
5. Contribute to a creative team managing Council's media and social media content, websites, newsletters, and graphic design.
KRA: Expertise and ideas are shared that enhance information provided to the community and media.
6. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
7. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Minimum two years' experience as a journalist or tertiary qualifications in communications field.
2. Demonstrated ability to identify, write and photograph compelling content for media releases, social media and newsletters in a deadline-driven environment.
3. Demonstrated experience transforming complex and/or technical material into succinct, engaging content for media, social media, websites, newsletters, and promotional materials.
4. Demonstrated editing and proofreading skills working to corporate writing and style guides.
5. Capacity to problem-solve and work strategically and collaboratively with a wide range of people including media, members of the community, councillors and council staff, and government and business representatives.
6. Demonstrated ability to work successfully in a creative, fast-paced team, meeting tight deadlines and managing competing priorities.
7. Competent use of Microsoft Office, video and photo editing software, and online email and survey applications.
8. Willingness and ability to follow EEO and diversity principles and practices.
9. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE:	Vacant
SUPERVISOR:	Kellee Pisanos – Corporate Manager Communications
DATE:	May 2022

CONDITIONS OF EMPLOYMENT

Position Title:	Communications Officer
Reference Number:	ESC624
Grading:	Grade 14 of Council's salary system
Salary Range:	<p>In the range of \$3,149.16 to \$3,356.33 gross per fortnight comprised of:</p> <ul style="list-style-type: none"> * \$2,862.87 to \$3,051.21 base salary, plus * \$286.29 to \$305.12 superannuation (calculated at 10%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Full-time, 70 hours per fortnight. Office hours are:</p> <p>8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to travel to locations around the shire to cover stories.
Leave Entitlements:	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>



ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL
DIVISION CHART

