

POSITION DESCRIPTION

Communications Intern

POSITION NUMBER	TBA
DIRECTORATE	City Strategy and Innovation
SECTION	Communications and Engagement
REPORTS TO	Coordinator Communications and Engagement
DIRECT REPORTS	NIL
GRADE	Trainee
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	January 2020
DATE LAST UPDATED	January 2020

1. PURPOSE OF THE POSITION

The purpose of this position is to provide support to the Communications and Engagement team within Council's City Strategy and Innovation directorate.

The 12 month Internship will provide an opportunity to learn basic skills including Computer aided drafting skills and the role of Communications in Local Government within the community.

2. KEY ACCOUNTABILITIES

- 2.1 Monitoring and scheduling for Council's social media channels and responding to queries received
- 2.2 Compiling draft editions of the fortnightly Community E-news and the monthly General Manager's Message
- 2.3 Reviewing requested changes to Rivernet and corporate website
- 2.4 Uploading media releases to Council's corporate website, along with images
- 2.5 Transferring photo files from K drive to new online photo library; tagging photos for searchability, maintain new photos
- 2.6 Drafting media releases
- 2.7 Video production/editing
- 2.8 Refresh and maintain media contacts list

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All

employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 9.1 Drivers Licence (P1, P2 and Unrestricted Licences only)

Essential

- 9.2 Enrolled in Degree in Communications and/or Public Relations.
- 9.3 Ability to communicate effectively and sensitively with staff and the community
- 9.4 Ability to work effectively within a collaborative team in a common-sense and practical manner
- 9.5 Possession of good organisational skills
- 9.6 Ability to work with minimal supervision

EMPLOYEE ONLY



I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

