



POSITION DESCRIPTION

Position Title	Communications and Administration Officer	
Directorate	General Manager	
Service	Strategic and Corporate Communications	
Responsible to	Strategic and Corporate Communications Manager	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	TBC	
Status	Permanent, Full-time	
Hours	35 hours per week	
Salary Point	36 to 45	Band Level: 3/1
Pre-employment checks	N/A	
Legislative requirements	Local Government Act	
Date reviewed: 23 May 2022		Reviewed by: Strategic and Corporate Communications Manager

POSITION PURPOSE

The position is responsible for contributing to high quality external and internal communications to maximise public relations opportunities, pro-actively promote Council and the local government area, and encourage community and staff involvement. It also coordinates a range of administrative duties for the Strategic and Corporate Communications team.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Tertiary qualifications in communications or other relevant field, or equivalent work experience.
2. Demonstrated experience or proven ability in communications and public relations, the production of promotional materials and assisting with communications activities.
3. Excellent written and verbal communication skills
4. Demonstrated administrative and organisation skills.
5. Experience in researching issues and maintaining accurate databases of information.
6. Demonstrated skills in desktop publishing, including design and printing principles with experience drafting promotional materials, taking photographs and using relevant computer software.
7. Ability to prioritise and effectively work on several assignments at the same time.
8. Understanding of EEO, WH&S, environmental management, and social justice principles and apply these in a culturally diverse workplace and community.

Desirable Criteria:

1. Experience in using publishing or design applications such as Illustrator, InDesign and Photoshop.
2. Genuine interest in the business of local government and ability to recognise sensitive issues that impact on the image of Council
3. Current NSW Class C Driver's Licence.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

1. Produce the weekly media bulletin, coordinate Council's advertising requirements and prepare media releases.
2. Assist with the research, production and distribution of Council publications as required.
3. Assist with the design, production and distribution of promotional materials.
4. Support Council's social media and other digital media communications as required.
5. Assist in the development and implementation of communication and marketing plans.
6. Assist Council's internal communications, including maintaining the organisation's intranet, as required.
7. Act as the Council photographer at official occasions and events as required. This may include infrequent weekend and after hours work.
8. Maintain databases, mailing lists and Council records including advertising, media bulletins, photography and promotional materials.
9. Assist in updating Council's website as required
10. Assist in a range of administrative tasks including processing invoices, booking advertising and managing office resources.
11. Undertake specific public relations projects and represent Council as required.

KEY RELATIONSHIPS:

Internal: Council management, Strategic and Corporate Communications Staff, other Council employees

External: Councillors, members of the public, peak bodies, local organisations and businesses, relevant State and Commonwealth departments and other councils.

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT
RESPONSIBILITY
LEVEL 6**

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I,.....have read and understood the position description for the **Communications and Administration Officer** as detailed in this document.

Signature:

Date: / /