



Position Description

Non-supervisory Employees

Position Title	Communications Officer
Section	Economic Development and Communications
Division	Strategy and Growth
Reports to	Communications Manager
Grade	Grade 13
Employment Status (FT/PT/Casual/Temp)	Full Time

Position purpose

The position develops and delivers content using a range of channels to both internal and external audiences to assist in building a positive perception of Council.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Develop and maintain effective working relationships with stakeholders across Council, media partners and other external stakeholders, to support timely and effective communications planning and content delivery.
- Work with internal stakeholders to develop and implement project communication plans, including providing advice on appropriate communication channels and undertaking content development and delivery
- Source stories and draft content, manage approvals and production of Council's newsletter's and other communication product, as required.
- Evaluate, monitor and report on the effectiveness of Council's communication channels, plans and activities.
- Any other related duties as directed



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 16 March 2018 **Group Manager** Economic Development & Communications

Date 23 March 2018 **Director** Strategy & Growth

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____