



Recruitment Selection Criteria

Communications Officer

Position Title	Communications Officer
Section	Communications
Division	Strategy and Growth
Grade	13

Essential requirements

1. Tertiary qualifications in Communications, Marketing, Public Relations or a related discipline, or significant experience deemed relevant;
2. A class C drivers licence;
3. High level written and oral communications skills,
4. Experience in researching, developing and delivering communications content, including media releases and statements, newsletters, digital content, advertising and marketing materials;
5. Demonstrated experience in developing and implementing communications plans across multiple topics, channels and audiences;
6. Strong teamwork skills and the ability to operate with initiative and independence;
7. Demonstrated high level organisational skills, including the ability to balance competing priorities and work within tight deadlines;
8. Demonstrated high level customer service, and interpersonal skills, including the ability to consult and liaise with a broad range of internal and external stakeholders..

Desirable requirements

1. Previous experience within Local Government or another Government Authority combined with an understanding of inter-government relations and a political awareness;
2. An interest in photography and video production/editing;
3. Membership of a relevant professional industry body eg Public Relations Institute of Australia, Australian Marketing Institute.

Our Values

Communication | Accountability | Professionalism | Integrity | Teamwork

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.