

# Communication & Information Officer

Chandler Macleod • All Perth WA



Base pay  
\$55 - \$61 / hr



Work type  
Full Time



Contract type  
Temporary

## Skills

MARKETING

CHANGE MANAGEMENT

STAKEHOLDER ENGAGEMENT

OPERATIONS

PUBLIC RELATIONS

DIGITAL MEDIA

WRITTEN AND VERBAL

## Full job description

Our client a leading Government Organisation is Australia's Science Research Agency that provide scientific evidence and advice to better shape the future of Australia.

- Full Time role
- APS6 level
- Federal Government agency
- 6 month temporary contract

This Communications role - Health, Safety and Environment (HSE) role works in the Employee Engagement and Communication team.

Our client is committed to ensuring our people thrive and everyone goes home safely, every day. Each of us is accountable for working safely, looking out for the safety and wellbeing of those around us and minimising our impact on the environment.

This position holds responsibility for the development of impactful content and campaigns to support the enterprise wide rollout of the organisation's new Health, Safety and Environment (HSE) Digital Solution.

## Job details



Date posted  
**27 May 2021**



Expired On  
**24 Jun 2021**



Category  
**Marketing & Advertising**



Occupation  
**Marketing Communications**



Base pay  
**\$55 - \$61 /hr**



Contract type  
**Temporary**



Work type  
**Full Time**



Job mode  
**Standard/Business hours**



Industry  
**HUMAN RESOURCE**



Sector  
**GOVERNMENT  
PRIVATE BUSINESS**



Work Authorisation  
**AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT**

The role will provide creative and agile communication advice to support their HSE plan and the project goal to deliver a resource and tool that improves the transparency of incidents, helps manage risks and increases control and accountability.

The role requires an experienced communicator who can think laterally about how communication can support and enhance the implementation of the HSE Digital Solution, provide critical information to the organisation to raise awareness of this program and affect behavioural change.

- Support the implementation of an organisation wide HSE project by delivering effective communication activities to increase the awareness, adoption and utilisation of HSE's new Digital Solution.
- Liaise and maintain relationships with stakeholders to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for stakeholder satisfaction, and correcting problems promptly and in a constructive manner.
- Provide professional and strategic advice on communication and change issues which have a major impact on the operations of the work area, influence the decisions of managers, and have a measurable impact on the Business Unit's activities.
- Develop and implement contemporary communication plans to deliver expertise in one or more of the following areas:
  - o Employee engagement and stakeholder engagement
  - o Change management
  - o Professional writing (journalism, speech writing, copywriting)
  - o Digital communication
- Track and monitor key metrics to evaluate the success of communications plans and tactics to inform decision making.
- Build and maintain team-focused relationships across all areas of the Employee Engagement & Communication, Organisational Change and HSE teams, and the broader Corporate Affairs team, sharing knowledge and working together in pursuit of the development and promotion of best practice communication.
- Communicate openly, effectively and respectfully with all staff, stakeholders and suppliers in the interests of good business practice, collaboration and enhancement of their reputation.
- Work collaboratively as part of a multi-disciplinary, regionally dispersed team, and business unit to carry out tasks in support of their strategic objectives.

Adhere to the spirit and practice of Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.

### **Selection Criteria**

A relevant tertiary qualification and relevant experience in communications - PR, communications, marketing, digital, media or journalism.

- 5+ years' experience developing and implementing communication strategies.
- Demonstrated experience managing integrated and creative communication campaigns, especially in employee, internal or change communication.
- Demonstrated experience creating content for digital audiences.
- Strong interpersonal and communication skills, both written and verbal with demonstrated ability to communicate complex data.
- The ability to manage multiple deadlines whilst maintaining excellent attention to detail and quality focus and operate well in an often complex, ambiguous and fast-moving environment.
- The ability to work effectively independently and also as a member of a team, collaborate widely both internally and externally, and provide guidance to managers and staff.

**Desirable**

- Demonstrated experience working in a role that supported communication or change for health, safety or environment.

To apply for this role, you must be an Australian citizen

Must be able to clear a National Police Check