



Job Description Form

Generic - Senior Project Officer

Communications Branch

POSITION DETAILS

Classification Level: Level 6
Award/Agreement: PSA 1992 / PSGOGA 2014
Position Status: Permanent
Organisation Unit: Office of Reform Division, Strategic Communications Directorate
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: Principal Project Officer - Communications – Level 7

THIS POSITION: **013333 & 013279 Senior Project Officer - Level 6** (*Communications*)

Direct reports: NIL

OVERVIEW OF THE POSITION

The Senior Project Officer Communications provides assistance and support to the Principal Project Officer in the development and review of agency-wide communication policies, strategies and guidelines. The position holder will also contribute to the planning of a range of activities centred on the development of an internal communications engagement strategy including, but not limited to, the development, implementation and review of internal communication engagement principles, frameworks and practices. The incumbent assists with the development of a range of communication activities that will provide timely and relevant information that supports the Department's activities, key priorities, Vision, Mission and Values.

The Directorate's Communications Branch is accountable for the development of a proactive communication engagement strategy that aims to drive staff engagement through delivering the internal communication strategy in accordance with the schedule developed by the Governance and Ministerial Coordination Branch.

JOB DESCRIPTION

As part of the reform team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Director Strategic Communications on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Plans, undertakes and manages research and analysis on a broad range of issues relating to the initiation, development, implementation and ongoing evaluation of communications projects and the management of stakeholder communications.
- Provides assistance and support to the Principal Project Officer in the management of complex communications projects.
- Participates in and supports the team in the development, implementation and management of the Department's strategic communications and public relations strategies.
- Provides input into the development and implementation of policies and guidelines relating to Departmental communications, program development and evaluation.
- Assists with the preparation of submissions, briefing notes, proposals, discussion papers, reports and other internal correspondence on behalf of the Commissioner and others.
- Provides input into the analysis, evaluation and appraisal of communications programs against the Department's strategic communication objectives and provide advice to the Principal Project Officer and other stakeholders as required.
- Other duties as required.

JOB RELATED REQUIREMENTS

In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Demonstrated knowledge and skills in the development and implementation of a range of contemporary communications strategies in a large, multi-disciplinary and geographically dispersed organisation.
- Knowledge and understanding of media management and liaison protocols.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Director Human Resources

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____