



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

Central Office		<b>Position No:</b>	<b>615923</b>
<b>Division:</b>	Office of the CE	<b>Title:</b>	<b>Communications Assistant</b>
<b>Branch:</b>	Executive Services	<b>Classification:</b>	HSO Level G4
<b>Section:</b>	Communications	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Director – Office of the CE
	<b>Classification:</b>	HSO Level G13
	<b>Position No:</b>	615350



<b>Responsible To</b>	<b>Title:</b>	Manager Strategic Communications
	<b>Classification:</b>	HSO Level G10
	<b>Position No:</b>	615255



<b>This position</b>	<b>Title:</b>	<b>Communications Assistant</b>
	<b>Classification:</b>	<b>HSO Level G4</b>
	<b>Position No:</b>	<b>615923</b>



#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b>
Senior Communications Coordinator, HSO Level G8
Media Coordinator, HSO Level G7
Communications Coordinator, HSO Level G7
Online Communications Coordinator, HSO Level G6



<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Position No.</th> <th style="width: 50%;">Title</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"> </td> <td> </td> </tr> </tbody> </table>	Position No.	Title			<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Number</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
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### Section 3 – KEY RESPONSIBILITIES

Assists in the development and implementation of internal and external communication activities for the WA Country Health Service and its hospitals and community services.

**WA Country Health Service – Central Office**  
**14 August 2019**  
**REGISTERED**

<b>TITLE</b>	<b>Communications Assistant</b>	<b>POSITION NO</b>	615923
		<b>CLASSIFICATION</b>	HSO Level G4



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE – What we are here to do**

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

**OUR STRATEGIC DIRECTIONS**

1. Improving the experience of health care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

**OUR GUIDING PRINCIPLES**

Consumers first in all we do  
 Safe, high quality services and information at all times  
 Care closer to home where safe and viable.  
 Evidence based services  
 Partnerships and collaboration



**OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>Communication, Public Relation and Promotion Activities</b>		<b>45</b>
1.1	Assist with implementing external and internal WACHS and hospital communication and public relations strategies.		
1.2	Manage the production of WACHS and hospital eNews bulletin and other electronic communication methods.		
1.3	Assist with the organisation of staff forums, for WACHS CE and Executive Directors, and with the development of presentations.		
1.4	Assist with the ongoing management of patient information activities including patient information material.		
1.5	Assist with the implementation of community engagement activities.		
1.6	Coordinate photo shoots, including taking photographs, and photo selection for public relation activities.		
<b>2.0</b>	<b>Media Activities</b>		<b>30</b>
2.1	Assists with identifying positive media opportunities.		
2.2	Assists with responding to media queries including the management of patient condition updates and interviews.		
2.3	Assists in coordinating and developing content updates for hospital websites		
<b>3.0</b>	<b>Administration Activities</b>		<b>25</b>
3.1	Manages and responds, as directed, to community queries, i.e. WACHS and hospital email enquiries.		
3.2	Maintains media and stakeholder databases.		
3.3	Maintains a calendar of events.		

*The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.*



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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Relevant experience in public relations or a related discipline.
2. Good oral and written communication skills, with a focus on writing for a variety of communication mechanisms, e.g. media releases, articles/stories and publications.
3. Good interpersonal skills, i.e. ability to work and liaise effectively with individuals.
4. Demonstrated ability in managing multiple projects and meeting tight deadlines.
5. Ability to work as a member of a team and independently with minimal supervision.
6. Knowledge of working in online environments and with content management systems, e.g. intranets and internets and preparing on-line content.
7. Eligible for / or in possession of a current C or C-A Class drivers licence.

**DESIRABLE**

1. Tertiary qualifications in public relations, journalism, media, communications or relevant discipline.
2. Relevant experience in the use of personal computer software applications including Word, PowerPoint and Excel spreadsheet.
3. Previous experience in a health or government organisation.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Perth	<b>Accommodation</b>	As per WACHS Accommodation Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Evidence of a current C or C-A Class drivers licence</li> <li>• Successful WA Health Integrity Check</li> </ul>		
<b>Specialised equipment operated</b>			

**Section 7 – CERTIFICATION**

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

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive Officer**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

