



## Engagement Coordinator - Level 6 (MIS24237)

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<b>Group:</b>	<i>Resource and Environmental Regulation</i>	<b>Location:</b>	<i>East Perth - Mineral House</i>
<b>Division/Directorate:</b>	<i>Geological Survey and Resource Strategy</i>	<b>Supervises:</b>	<i>3</i>
<b>Branch:</b>	<i>Title and Geoscience Services</i>	<b>Reports to:</b>	<i>Manager Creative Services</i>
<b>Section:</b>	<i>Communication and Engagement</i>		

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### Operational Context

Within the Resource and Environmental Regulation Group, the Geological Survey and Resource Strategy Division (GSRSD) is responsible for the facilitation of investment through the provision of geoscience data and products and for setting strategic resource policy. The division manages the Abandoned Mines Team and the Exploration Incentive Scheme. The division also provides information and products to support the approval of mining tenements and petroleum titles and other related legislative compliance processes.

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### Role Overview

This position leads the Communications and Engagement team and delivers timely, effective, and efficient strategic communication services and projects.

### Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about motivating and enabling a team to deliver high-quality work that contributes to the agency. They balance their time between doing the work, and coaching, guiding and developing others.

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### Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Lead and manage the division's Communications and Engagement team.
  - Develop and deliver communication services, programs and projects to meet business objectives in a timely, effective and efficient manner in consultation with subject matter experts.
  - Research, write and review content for internal and external communications, events and engagements using a variety of mediums such as social media, website, video, speeches, and publications.
  - Plan and coordinate events at a local, national, and international level in collaboration with stakeholders, and manage event budgets.
  - Ensure website content is customer focused and supports business objectives and strategic intent.
  - Maintain collaborative engagement with internal and external stakeholders including, but not limited to the department's Corporate Communications branch and priority Investment and Geoscience teams.
  - Provide advice on emerging issues and trends related to stakeholder engagement matters appropriate to the global mining and exploration business environment.
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### Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
- Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Performs other duties as directed.

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## Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Well demonstrated writing and editorial skills with experience in researching, editing and proof reading and delivering information products.
- Demonstrated high-level organisational skills including the ability to work on several projects with tight deadlines.
- Demonstrated ability to build, manage and strengthen high-value stakeholder relationships, underpinned by exceptional communication skills, sound judgement and diplomacy.
- Proven track record of engaging stakeholders proactively to co-create compelling content, events and promotional opportunities, while carefully balancing diverse interests to deliver outcomes that meet expectations and maintain strong, trusted partnerships.
- Proven leadership capability, with the ability to guide and influence, set clear direction, and foster a collaborative, high-performing environment to consistently deliver quality outcomes.

## Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - People](#), the following outlines those that are required to undertake this role:

- **Lead Adaptively** - You acknowledge the impact of your work style and behaviours on others, modifying them when appropriate to enhance collective performance.
- **Embody The Spirit of Public Service** - You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work, thereby protecting your reputation and that of your team or work area, agency and the sector.
- **Build Capability** - You visibly promote the value of diversity in the team, supporting the processes and policies of the sector.
- **Deliver on High Leverage Areas** - You model healthy work practices and encourage behaviours that foster a healthy culture.
- **Dynamically Sense The Environment** - You listen to, understand and recognise the needs of others in your work environment.
- **Think Through Complexity** - You approach problems with curiosity, seek to understand and identify the root causes of problems and initiate solutions with confidence.
- **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.

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## This position reports to:

Manager Creative Services

Position No: MPE25596

Classification: L7

## Positions reporting to this Role:

Administrative Officer - (02090144)

L2

Communications Officer - (MIS24238)

L4

Stakeholder Engagement Coordinator - (MIS19006)

L4

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## Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check
- Current Western Australian C or C-A class drivers licence or equivalent

## Approved Date

16-APR-2026