



Senior Communications & Engagement Officer

Branch:	Communications and Stakeholder Engagement
Directorate:	Westport
Position number:	00027712
Classification:	Level 5
Physical location:	Perth (Murray Street)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2024

A world-class container port and trade network, built with nature in mind, that unlocks Western Australia’s future economic prosperity

Westport is the State Government’s planning program to move container trade from Fremantle to Kwinana. The proposed design encompasses marine infrastructure and a freight network, including road, rail and logistics alongside optimized policy, commercial frameworks, governance and technology to ensure the best supply chain system design for the future of Western Australia.

This is a once in a century infrastructure project with ambitious goals to deliver lasting economic, social and environmental benefits for Western Australia and the nation. It is a once in a career opportunity to work on such a diverse, complex and important project.

Westport engages closely with industry, community stakeholders, and experts in engineering, marine science, sustainability, and transport. The Westport Office, within the Department of Transport, spearheads this transformative initiative for Western Australia. It represents a forward-looking, multi-disciplinary workforce dedicated to delivering lasting benefits for the region and planning for the next century of trade growth in Western Australia.

To find out more about the Westport program, visit: www.westport.wa.gov.au

Westport values



Collaboration

Working together with our team, across government and with our stakeholders.



Outcomes Focused

Good planning with well defined outcomes, seeking innovative solutions.



Clarity

Clear processes and communications, planned and proactive activities.



Overview of the Directorate

Westport is the State Government's planning program to resolve future supply chain constraints in Western Australia by moving container trade from Fremantle to Kwinana. This includes planning a new port, and the connected freight road, rail, and logistics operations.

A preferred design for WA's future container supply chain has been identified, which includes a new port in Kwinana supported by an upgraded road and rail freight network and logistics hub. The Business Case (Stage 3) was completed in 2024, and the Westport Program is planning now to ensure an orderly transition to the next stage of work, Definition and Delivery (Stage 4), which is expected to last from 2024 to the late 2030s. Stage 4 will involve the detailed design, procurement, construction and transition toward the proposed container supply chain design.

Westport are working with industry and the community, along with leading experts in engineering, marine science, sustainability, and transport, to define and deliver on the design for the new port.

The Westport Office was created to deliver on this exciting program for WA, which is a multi-disciplinary, contemporary and future-ready workforce governed by a cross-agency Steering Committee.

Westport is in an exciting phase, growing a values-based and outcomes-focused cross government team to deliver on this once-in-a-lifetime opportunity.

Overall purpose of the role

The Senior Communications & Engagement Officer is responsible for developing, implementing and overseeing communications activities for the Westport program. The Senior Communications & Engagement Officer works with the Westport communications team, project managers and delivery partners to meet the overarching communications strategy objectives.

Work description

- Develops and implements communications and engagement plans for individual Westport projects.
- Develops and coordinates the production of communications material including briefings and speech notes, publications and digital media, and audiovisual materials to ensure consistency with policies and style guidelines.
- Researches and prepares communications and stakeholder material for project directors and their teams, the Minister, Managing Director and senior officers.
- Develops and maintains positive relationships across Westport internal and external stakeholders to enable an ongoing exchange of ideas about communication and engagement issues and opportunities associated with the program of projects.
- Manages key communication tools and platforms to support effective engagement across the program.
- Responds to and logs community enquiries and complaints in a timely and professional manner.
- Identifies and works with project teams to resolve issues affecting stakeholders, residents, businesses and other community members.
- Proactively identifies and implements community and communications opportunities.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to Westport's values.

Criteria:

Essential:

1. Proven experience supporting high-profile communications and stakeholder issues within complex and high-pressured major projects.
2. Proven experience in planning, designing and implementing integrated communications and engagement plans.
3. Highly developed verbal, written and interpersonal communication skills, with the ability to convey complex information, and negotiate effectively with internal and external stakeholders at all levels.
4. Demonstrated ability to work autonomously and collaboratively within multidisciplinary teams in complex, high-pressure major project environments.
5. Strong organisational and project management capability, including the ability to set priorities, meet tight deadlines, and provide well-reasoned advice to senior leaders.

Desirable:

1. Tertiary (Bachelor or higher) qualification in Communications, Marketing, Public Relations, Media, Community Engagement or related discipline and/or extensive relevant experience.



Reporting relationships

Executive Manager, Strategic Communications & Engagement, Level 8



Manager, Communications & Community Engagement, Level 7



Senior Communications & Engagement Officer (this position)



Nil

Allowances/special conditions

- A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

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

**Chief People Officer
People and Culture**

