



Job Description Form

ASSISTANT COMMUNICATION AND EDUCATION OFFICER LEVEL 3 (02203941)

KEY RESPONSIBILITIES

- Supports the preparation and editing of content for print, web, multimedia and other communication purposes.
- Assists with the design, delivery, maintenance and distribution of WorkCover WA publications.
- Assists with the preparation and conduct of stakeholder education activities.

STATEMENT OF DUTIES

Communications

- Assists with drafting of communications, research and analysis to support the broader objectives of the Department, both individually and as part of a team.
- Assists in the development, production and maintenance of publications and promotional material, content for the WorkCover WA website and Intranet, ensuring accuracy and relevance of information published.
- Supports the identification of emerging issues and trends, and intelligence from stakeholders to assist in the development of communication resources.
- Develops a sound understanding, knowledge and experience of the operations of the Division.
- Provides administrative services as required to events including public and industry meetings, conferences and workshops.

Stakeholder Education

- Assists in the development, production and implementation of educational and promotional strategies which informs, educates and promotes the intent and content of workers' compensation legislation.
- Assists with the preparation and presentation of seminars and workshops on workers' compensation legislation including research and initial contact with stakeholders and preparation of educational material.
- Collects and compiles quantitative information to measure the effectiveness of education initiatives and proactive campaigns.
- Maintains and updates stakeholder contact information, invitations and RSVPs.
- Coordinates and manages event logistics and catering.

Other

- Participates in the development and achievement of WorkCover WA's business plan, divisional plans, policies, practices and procedures.
- Complies with the requirements of the Agency Code of Conduct and all relevant legislation including EEO and Diversity, WHS and Records Management.
- Exhibits personal integrity and professionalism
- Exhibits a strong customer service ethic.
- Participates in the Performance Pathway process as part of the Development Hub.
- Performs other duties as directed.

PERSONAL CHARACTERISTICS

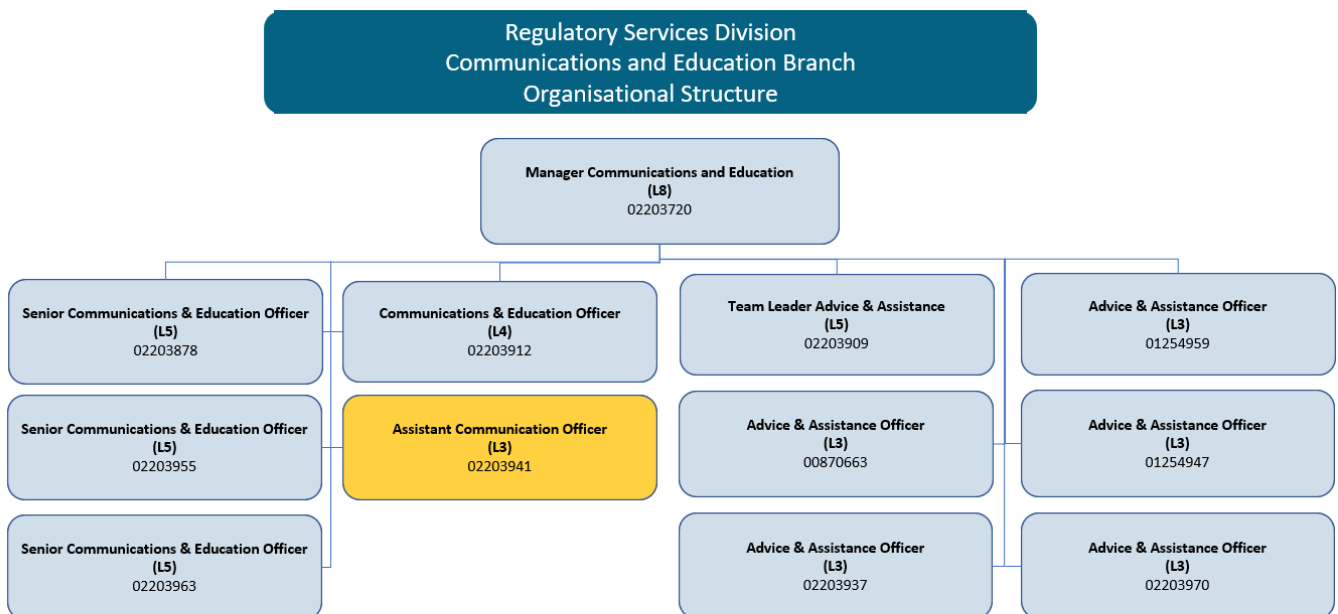
- Committed to a strong work ethic and self improvement
- Customer focused
- Exhibits personal integrity and professionalism
- Innovative.

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted Leadership Expectations which provides a common understanding of the mindsets and expected behaviours required of our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

REPORTING RELATIONSHIPS



Structure approved by the Chief Executive Officer – March 2026

SELECTION CRITERIA

Essential

1. Knowledge of and/or experience in the development and implementation of contemporary communication and education strategies.
2. Effective written and verbal communication skills with the ability to compose and edit written material and deliver presentations.
3. Well-developed relationship building skills with the ability to develop and maintain positive working relationships.
4. Demonstrated organisation and time management skills with the ability to multitask and work within set timeframes.

Desirable

1. Completed or progress towards tertiary qualifications in a relevant field.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements as of March 2026.



A/General Manager Regulatory
Services



A/Chief Executive Officer