



A workers' compensation and injury management scheme that works for all

JOB DESCRIPTION FORM

COMMUNICATIONS & EDUCATION OFFICER

LEVEL 4 (02203863)

Key responsibilities

- Assist with the coordination, planning and delivery of communication & education events, functions and seminars for WorkCover WA.
- Maintain the WorkCover WA communications mailboxes, website, Intranet and social media.
- Prepare and edit content for print, web, multimedia and other mediums.
- Coordinate the delivery, maintenance and distribution of WorkCover WA publications.

Statement of duties

Communication and Education Events

- Liaise with internal and external stakeholders to identify programs and events to support and increase recognition of WorkCover WA by stakeholders.
- Plan, prepare and manage the delivery of events-related communications collateral.
- Maintain and update stakeholder contact information, invitations and RSVPs.
- Coordinate and manage event logistics and catering.

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Website and Intranet Management

- Research, prepare, write and edit news items and internal communications for publication on the WorkCover WA website and Intranet. Liaise with internal staff and management to ensure that information published on the website, Intranet and social media is current and consistent with approved conventions, styles and guidelines.

Design and Print Management

- Contribute towards visual concepts and production of communications and education products and materials for WorkCover WA.
- Undertake minor design tasks using Adobe Creative Suite Software (including InDesign, Photoshop, Illustrator and Acrobat).
- Liaise with design and print contractors for the production and delivery of WorkCover WA publications and other communications collateral.
- Maintain stocks and oversee distribution of WorkCover WA publications.

Other

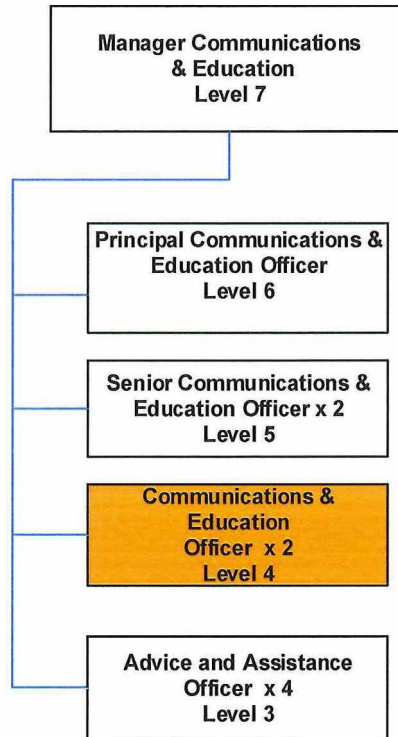
- Provides support to the Advice and Assistance service and other team members, as required.
- Participates in the development and achievement of WorkCover WA's business plan, divisional plans, policies, practices and procedures.
- Complies with the requirements of the Agency Code of Conduct and all relevant legislation including EEO, OSH and Records Management.
- Performs other duties as directed.
- Participates in the Performance and Development Agreement system.

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Reporting Relationships



Personal Characteristics

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

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Selection criteria

Essential

1. Effective written and verbal communication skills.
2. Ability to communicate, liaise and negotiate with a wide range of internal and external stakeholders.
3. Strong organisation and time management skills with the ability to multitask and work within set timeframes.

Desirable

1. Experience in website content management and administration.
2. Experience in design and layout using Adobe Creative Suite software.
3. Experience coordinating events and undertaking communications activities.

Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as at 12 June 2018.



General Manager

A/Chief Executive Officer

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