



MEDIA AND COMMUNICATIONS ASSISTANT

Position Number: 11034 - Level: 2

ANZSCO: 531111

JOB DESCRIPTION FORM

THE ROLE

The Media and Communications Assistant assists with the timely and effective provision of public information, media and communication services.

REPORTING RELATIONSHIPS

ORG STRUCTURE:

CORPORATE SERVICES

MEDIA AND CORPORATE COMMUNICATIONS

THIS ROLE REPORTS TO:

Role: Coordinator Media and Communications (002372) Level: 6

POSITIONS THAT REPORT TO THIS ROLE:

Role: N/A

ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Supported by an extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

SPECIFIC RESPONSIBILITIES

Employees are required to undertake all duties and responsibilities in accordance with the Department's Code of Conduct, Policies/Procedures and relevant legislation.

DESCRIPTION

- Assists with the implementation of media and communication campaigns and events.
- Researches and drafts material for publication including media releases and responses, articles and speeches.
- Assists with a range of public information and liaison services to the community and the media during emergencies.
- Acts as a point of contact for the DFES media monitoring provider.
- Establishes and maintains effective relationships with staff, stakeholders and the media.
- Uses sound judgment and initiative under guidance of senior DFES staff.
- Undertakes a range of administrative duties to assist with branch priorities.
- Deals with day to day media enquiries and issues.

Other

- Participates in the on-call media and public information roster, including after hours and weekend work as required.
- Undertake other duties as required.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL

1. Demonstrated communication skills, including the ability to be clear, concise and accurate in receiving and conveying information in a wide range of contexts.
2. Well-developed interpersonal skills with the ability to liaise, develop and maintain positive relationships with a range of stakeholders, including media.
3. Demonstrated problem solving skills including conceptual and analytical ability.
4. Demonstrated knowledge of, or experience in journalism, communications and/or public relations fields.

DESIRABLE CRITERIA

1. Post-Secondary Qualification in a Journalism, Public Relations or relevant field.

POSITION INFORMATION

LOCATION: 20 Stockton Bend, Cockburn, WA, 6164

SPECIAL CONDITIONS: The Department is an emergency services organisation and this position will be required to work outside of normal business hours to assist with emergencies.

This position is required to participate on an on-call roster.

CERTIFICATION


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

Authorised and signed by:

DIRECTOR MEDIA AND CORPORATE COMMUNICATIONS


MANAGER WORKFORCE SERVICES

Name: Hannah Tagore

Signature: 

Date: 18/9/18

Name: Stacey Naughtin

Signature: 

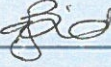
Date: 19/9/18

JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was registered by:

HR Consultant Name: Cabriche Bird

HR Consultant Position: Senior Workforce Management Consultant

HR Consultant Signature: 

Date: 18/9/18