Department of Transport's vision is to have the best integrated and intelligent transport services and solutions for the State. We provide and enable safe, accessible and efficient movement for the economic and social prosperity of Western Australia.

The Department forms part of the Transport portfolio and includes Main Roads WA and the Public Transport Authority.

Our Values:

We welcome Fresh Thinking and finding better ways of working
We set Clear Direction and have the courage to follow through
We work together to deliver Excellent Service
We make things happen through our Great People

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

The Office of the Director General (ODG) is responsible for communications, Ministerial liaison, governance and audit within the DoT, and also provides executive, governance and strategic support to the Director General, DoT’s Corporate Executive, the Transport Portfolio agencies and the Office of the Minister for Transport.
Overall Purpose of the Role

This position supports the Digital team in delivering operational and project outcomes by creating and updating content for the website, intranet and social media channels.

The role participates in on-the-job learning and development activities.

Work Description

1. Assists in achieving business objectives within a team environment, through assigned digital communications, research and project activities.
2. Carries out designated drafting of digital communications, research and analysis to support the broader objectives of the Department’s digital presence, both individually and as part of a team.
3. Displays initiative, effectively multi-tasks and delivers timely outcomes.
4. Builds on any relevant tertiary education, with corporate knowledge, and applies professional expertise to support and enhance business activities.
5. Develops a sound understanding, knowledge and experience of the operations of the Department.
6. Effectively participates in on-the-job and other learning and development activities.
7. Contributes to the achievement of digital communication objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
8. Works within corporate policies and procedures and demonstrates expected behaviours aligned with the Department’s Code of Conduct.
9. Prepares, edits and / or updates content to the DoT digital channels as required.
10. Other duties as required.
Work related requirements

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

Criteria

**ESSENTIAL:**

1. Sound verbal and written communication skills, including writing online content and the ability to engage with a wide range of stakeholders.
2. Proven ability to use initiative to solve problems and prioritise workloads to ensure deadlines are achieved.
3. Well-developed relationship building skills with the ability to develop and maintain positive working relationships.
4. Demonstrate positive and proactive team working skills with the ability to work collaboratively to achieve goals and objectives.
5. Accurate research and evaluation skills.

**DESIRABLE:**

1. A tertiary degree in communications, public relations or media is highly desirable.
2. Experience using Content Management Systems.
3. Sound understanding of web principles and writing for the online environment.
4. Experience using Adobe Creative Suite – Photoshop, Illustrator and InDesign.


**Allowances/Special Conditions**

NIL

**Certification**

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

*Executive Director*
*People and Organisational Development*