

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

## JOB DESCRIPTION FORM

### **COMMUNICATIONS & EDUCATION OFFICER**

### **LEVEL 4 (02203752, 02203863)**

#### **Key responsibilities**

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

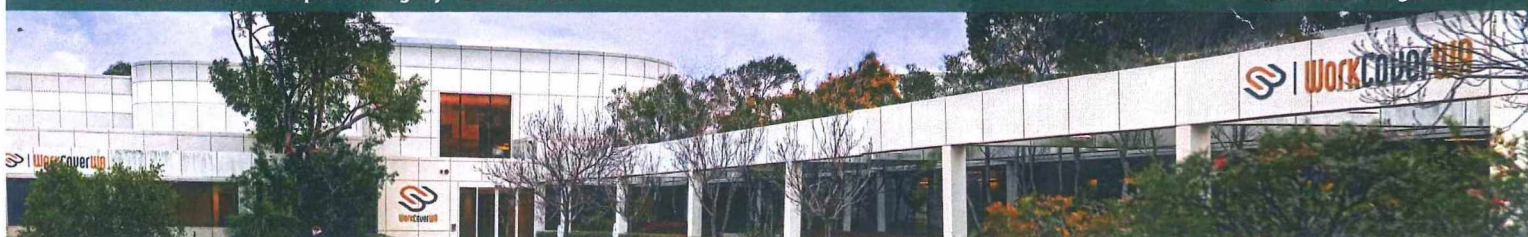
#### **Statement of duties**

##### ***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.
- Lead and co-ordinate the production of webinars and other online/digital events and initiatives.
- 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.

##### ***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 and Intranet is current and consistent with approved conventions, styles and guidelines.





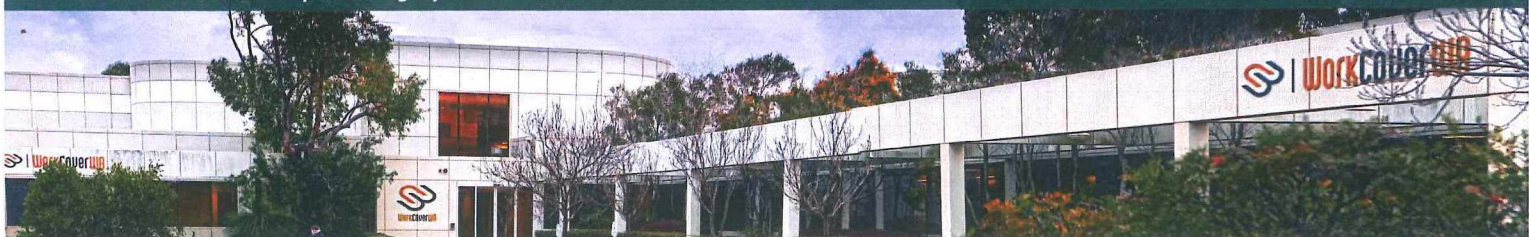
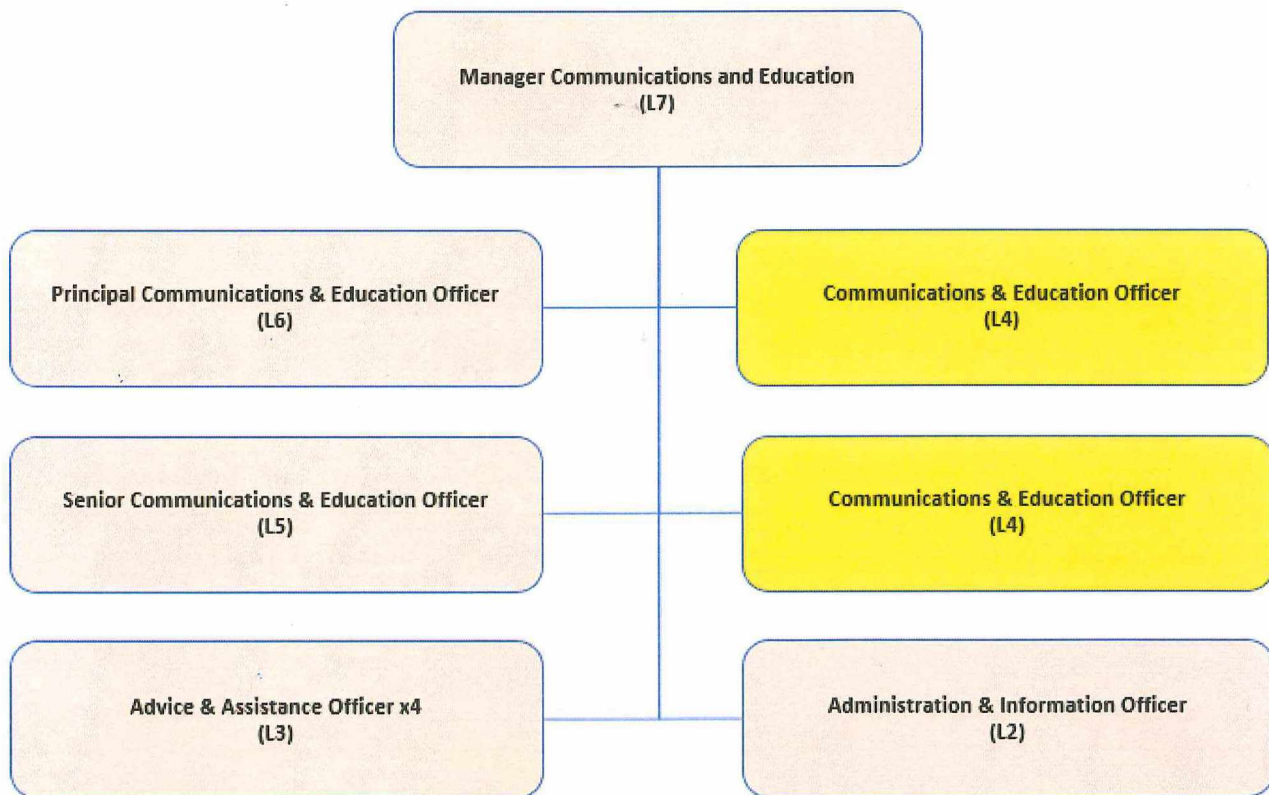
## Design and Print Management

- Contribute towards visual concepts and production of communications and education products and materials for WorkCover WA, including the Annual Report.
- Undertake design tasks using Adobe Creative Suite Software (including InDesign, Photoshop, Premier 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 and Diversity, OSH 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.

## Reporting Relationships



## Personal Characteristics

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

## Selection criteria

### Essential

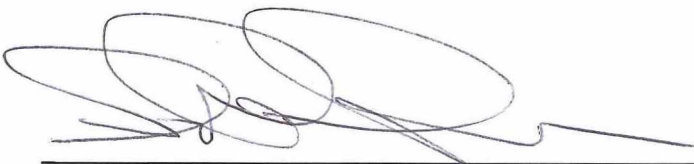
1. Experience in development and implementation of contemporary communication and education strategies.
2. Effective written and verbal communication skills.
3. Ability to communicate, liaise and negotiate with a wide range of internal and external stakeholders.
4. Strong organisation and time management 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 in-house and online 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 25 June 2020.



General Manager Regulatory Services

6/7/20



Chief Executive Officer

