

# JOB ROLE STATEMENT

## COMMUNICATIONS CONSULTANT LEVEL 5

<b>DIRECTORATE</b>	STRATEGY AND COMMUNICATIONS	<b>POSITION NO</b>	P0063109 / P0063110 / P0063213
<b>BRANCH</b>	STRATEGIC COMMUNICATIONS		

### KEY RESPONSIBILITIES

Prepare and deliver communications services to internal and external stakeholders for one or more Directorates. Provide communication services and support liaison between the assigned Directorate and the operational communication channels within the Strategy and Communications (S&C) Directorate.

### KEY DELIVERIES

#### Communication

- Develop and maintain a considerable knowledge of scheduled and ongoing activities requiring communications support for the assigned Directorate.
- Prepare and deliver consistent, channel and audience specific communications that relate to assigned Directorate activities.
- Respond to requests for information from S&C Directorate operational communication channels in a timely manner and prepare relevant information for the channels in a consistent manner, content and format.
- Research, write and prepare information relating to the assigned Directorate activities for internal and external publication.
- Contribute to regional information for a corporate response or proactive communication by developing collaborative working relationships with Regional Managers and Customer Service Management, and like roles as appropriate.
- Under guidance of the Communications Specialist/s, facilitate and clarify communication responsibilities for projects undertaken by the assigned Directorate.
- Provide advice and support to the assigned Directorate’s Executive Director (ED) and Senior Managers on strategic and tactical approaches to organisational communications.
- Contribute to the development, implementation and reporting on tangible means of measuring effectiveness of communication activities in collaboration with the Customer Research and Analytics Team.
- Provide advice and facilitate training for employees across Main Roads in organisational communications.
- Prepare briefs, media releases, engage and manage consultants engaged on communication assignments, as required.

#### Stakeholder Relationships and Engagement

- Provide a liaison service between the assigned Directorate and operational communication channels within the S&C Directorate.
- Build and maintain professional working relationships with all other internal and external stakeholders.
- Provide advice to external contractors regarding Main Roads’ communication functions and protocols.
- Represent the Manager Strategic Communications and Communications Specialists at internal and external community and stakeholder meetings.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads’ Safety, Health and Wellbeing (SHW) Management System - refer to “SHW Roles and Responsibilities Procedure” on ‘iRoads’ intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent’s level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation’s objectives and the incumbent’s development.

### REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL		POSITION NO
COMMUNICATIONS SPECIALIST	LEVEL 6	P0063100 OR
PROJECT COMMUNICATIONS AND ENGAGEMENT MANAGER	LEVEL 7	P0070294

## COMMUNICATIONS CONSULTANT LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

---



---

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

- Considerable skill, knowledge and experience in:
  - developing and delivering communications materials and strategies within an organisation for internal and external stakeholders
  - information gathering, analysis and problem solving
  - building and enhancing stakeholder relationships
  - written communication
  - facilitating and delivering presentations to groups and individuals
- Knowledge of:
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**DESIRABLE:**

- A Diploma in Public Relations or Marketing or Management.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE Y. Ho DATE 23/10/18  
BRANCH/SECTION HEAD

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

SIGNATURE [Signature] DATE 1/11/18  
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE [Signature] DATE 2/11/18  
MANAGER HR BUSINESS