



Communications and Administration Coordinator

Communications and Media

Position number	00019415
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 3
Reports to	Director, Communications and Media (Level 9)
Direct reports	Nil

Context

The Communications and Media Directorate provides a range of services to all sections of the Department and is responsible for:

- internal communications
- providing strategic communications and marketing advice
- major advertising campaigns and strategies
- media management and crisis communications
- corporate identity management
- developing, implementing and evaluating specific programs and activities.

The focus of Communications and Media is to ensure all activities enhance the image and reputation of the Department and promote WA Government initiatives in public education.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Coordinate regular communications to schools and senior officers, including editing documents, production and dissemination.
- Develop, implement and maintain processes and procedures related to the department's Making a Difference Awards and other recognition programs.
- Liaise with key stakeholders to source information required for papers and briefing notes.
- Prepare, monitor, report and review cost centre budgets, including undertaking cashflow and outturn projections, reconciliations and monitoring the on-call budget.

- Undertake human resources activities and operations, including monitoring the reduction of leave liability, checking payroll certification, monitoring performance development processes and coordinating recruitment, selection and appointment processes.
- Provide human resource advice and information to staff.
- Prepare, monitor and arrange budgetary provision for service contracts, including media monitoring, creative services, market research and media liaison.
- Undertake asset management, including researching options and costings, preparing business cases, purchasing, arranging delivery and installation, arranging maintenance and repairs, and maintaining consumable stock.
- Provide support for functions and events, including preparing and collating event documentation and liaising with venues for room allocation, equipment, technology, staging and catering requirements.

Selection criteria

1. Demonstrated well developed written communication skills, including experience in preparing, editing, proofreading and publishing content.
2. Demonstrated well developed verbal and interpersonal communication skills, including the ability to liaise and consult with a wide range of individuals at all levels.
3. Demonstrated well developed conceptual, analytical and problem solving skills with the ability to identify patterns, process improvements and solutions.
4. Demonstrated skills and experience in providing financial, human resource and administrative services.
5. Demonstrated well developed organisational skills with the ability to plan, prioritise, exercise initiative and work with minimal supervision.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 11 October 2021
Reference D21/0376698