



## Job Description Form (JDF)

### Position details

Position title:	Stakeholder Engagement Officer
Position number:	70220082
Classification:	Level 5
Physical location:	Bunbury
Award:	PSA 1992
Agreement:	PSCSAA 2021
Pillar:	Industry and Economic Development
Directorate:	Regional Programs and Policy
Branch:	South West Development Commission

### Reporting relationships

Reports to: Direction Regional Development (70190968), Level 8

#### **This position**

Direct reports: NIL

### Role summary

Works collaboratively to implement stakeholder management and communications strategies and requirements associated with the Transforming Bunbury's Waterfront project. Actively contributes to the team as they plan, create and execute content to achieve the desired project outcomes.

### About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

## Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Develops and maintains quality relationships and network of contacts with key stakeholder including industry, other government bodies, technical advisory groups, community groups and the general public.
- Oversees the coordination of major stakeholder activities including information sessions, workshops and other engagement events with stakeholders.
- Leads and directs stakeholder communication content and selects appropriate delivery channels.
- Proactively identifies and facilitates opportunities to communicate key project messages to stakeholders.
- Creates and implements a stakeholder communication schedule aligned with the project management framework.
- Updates stakeholder analysis and maintains a stakeholder register.
- Works collegiately with communication consultants and officers to ensure there is an efficient and effective stakeholder communication function across the project.

- Other duties as required.

## **Work related requirements**

In the context of the role:

### **Essential criteria**

#### **Role specific**

1. Demonstrated experience to develop and implement stakeholder engagement strategies and activities to support effective communication within a complex environment.
2. Demonstrated experience to develop and supervise the production of a range of communication tools including digital communication, internal and external events, promotional material and publications, etc.

#### **Core capabilities**

3. *Build effective relationships:* Highly developed written and verbal communication skills, and attention to detail and ability to display ideas in writing.
4. *Challenge for innovation:* Demonstrated ability to contribute towards and achieve innovative ideas and change by the application of conceptual and analytical skills.
5. *Think strategically:* Highly-developed conceptual, analytical, decision making and problem solving skills including the ability to amicably resolve complex issues and identify strategic risks considering the impact of ramifications
6. *Deliver in a changing environment:* Well developed planning and organisational skills, including the ability to prioritise tasks and meet deadlines. Persist in achieving objectives in difficult and changing circumstances.
7. *Lead and empower others:* Proven ability to work collaboratively within a team environment and contribute to the achievement of the team goals.

### **Desirable criteria**

1. Tertiary qualification in Communications/Media/Journalism/Public Relations or equivalent.

## **Special requirements/equipment**

- A current and valid Western Australian C (car) class driver's licence or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- An acceptable National Police Certificate (police clearance) is required. If not currently held, must be acquired prior to commencement at applicant's expense.

- Occasional travel to and from metropolitan and regional offices may be required.
- The contract of employment specifies terms and conditions relating to this position

## **Certification**

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

## **Delegated authority**

Endorsed by: Dean Newton

Position title: Director Regional Programs and Policy

Endorsement Date: 16 May 2022