



ENGAGEMENT AND COMMUNICATIONS COORDINATOR

Position Number: 006245 Level: 6

ANZSCO: 511112

JOB DESCRIPTION FORM

THE ROLE

Manages the development of targeted community engagement initiatives and resources for both the hard copy and online environments to build local community disaster resilience. Contributes to the development of internal and external communication and engagement strategies, plans and processes to implement these initiatives and resources.

REPORTING RELATIONSHIPS

ORG STRUCTURE: Strategy and Emergency Management
Resilience and Recovery
community Preparedness

THIS ROLE REPORTS TO

Director Community Preparedness Directorate (002346) Level: 8

POSITIONS THAT REPORT TO THIS ROLE

Youth Strategy Research and Development Coordinator (006472) Level: 5
Prevention and Safety Programs Coordinator (006088) Level: 5
Children and Youth Programs Coordinator (002443) Level: 5

POSITION INFORMATION

LOCATION: Cockburn Central

SPECIAL CONDITIONS: The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

Employees in this position are required to be available and willing to work flexible hours at times outside normal office hours including weekends and public holidays.

Employees in this position will be required to undertake regular intrastate travel (by air and/or road).

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

Communication and Engagement

- Manages the development, review and monitoring of resources, community messages and related on-line platforms for campaigns and community preparedness programs using an evidence-based approach.
- Undertakes research relevant to this role and provides recommendations based on trends and developments affecting community preparedness within Western Australia.
- Contributes to the development and implementation of the Department's community engagement framework, embedding strategy and the Branch's Communication Strategy.
- Contributes to the development and implementation of innovative state-wide community preparedness initiatives.
- Develops and implements initiatives to build the capacity of DFES staff and volunteers to work with their communities to build disaster resilience and to ensure community engagement is a recognised risk treatment option within the Department and externally.
- Develops opportunities to embed best practice community engagement into relevant pathways in collaboration with the DFES Academy.
- Engages with, and develops collaborative relationships, with state and local government, community organisations, emergency services staff and volunteers and other key stakeholders to increase uptake of community engagement strategies and initiatives.
- Represents the Department as directed on communications and engagement related working groups and committees.

Management Services

- Manages direct reports including implementation of personal development plans and ensuring all team members have the knowledge, skills and capabilities required to achieve objectives.
- Manages the effective allocation of applicable human, financial and physical resources to achieve desired strategic branch outcomes.

Other

- Serves as a member of the Community Liaison Unit during operational incidents including bushfires, cyclones, floods etc.
- Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applying DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertakes other duties as assigned.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL CRITERIA

1. Tertiary qualification in a relevant discipline
2. Possession of a current C Class (as a minimum) Driver's License which must remain valid for the duration of employment.
3. High level experience in communication and product development including planning coordination implementation and evaluation
4. Demonstrated experience in project management including, time management and the ability to initiate, and supervise multiple projects within tight timeframes.
5. Proven experience in engaging with a wide range of stakeholders at all levels using a range of methods to achieve strategic organisation and directorate level outcomes.
6. Demonstrated high-level speaking, interpersonal, negotiation and influencing skills within a team environment.
7. Proven leadership skills and expertise in management, including financial, physical and human resources.

DESIRABLE CRITERIA

1. Experience in or knowledge of Emergency Management.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	5 May 2017	5 May 2017	Sue Eccles
Vs 2.0	JDF update	16 January 2019	16 January 2019	Julie Lamberth
Vs 3.0	JDF update	21 October 2019	21 October 2019	Julie Lamberth
Vs 4.0	JDF update	23 October 2020	23 October 2020	HR Consultant
Vs 5.0	JDF template and reports to updates	7 July 2022	7 July 2022	Andrea Dawson