

# JOB ROLE STATEMENT

## COMMUNICATIONS MANAGER LEVEL 6

**DIRECTORATE** FINANCE AND COMMERCIAL SERVICES  
**BRANCH** ABORIGINAL ENGAGEMENT TRANSPORT PORTFOLIO **POSITION NO** P0071104

### KEY RESPONSIBILITIES

Develop and deliver communications services and functions to internal and external stakeholders to achieve Aboriginal Engagement Transport Portfolio (AETP's) goals and objectives for the Transport Portfolio.

### KEY DELIVERIES

#### Communication

- Develop, implement and evaluate proactive communications strategies, plans and projects which support achieving Aboriginal Engagement Transport Portfolio (AETP's) goals and objectives.
- Initiate, plan, research and write communications for a range of audiences (internal and external) and purposes including media releases, promotional material, events and reports.
- Develop and implement (AETP's) printed and electronic publications and digital content.
- Develop and implement plans to share knowledge and resources on Aboriginal engagement practices across the Transport Portfolio.
- Implement communications activities to support (AETP) to co-ordinate with regional branches.
- Engage and collaborate with communications, management, and projects teams across the Transport Portfolio on media management, publications, marketing and events, relating to Aboriginal engagement.
- Deliver communications activities to support the rollout of new policies, protocols, processes, developed by the (AETP), to the Transport Portfolio and major contractors.
- Develop communications programs and provide advice to support engagement, consultations, and relationship management with key stakeholders.
- Develop and implement crisis management strategies, policies and protocols on community relations and stakeholder management, and proactively monitor and manage arising issues that have the potential to impact the achievement of (AETP's) objectives.
- Evaluate and provide analysis of communications activities to guide and improve future information and content development to ensure it is fit for audience.
- Monitor and report on communication and stakeholder engagement performance.
- Manage employee behaviour, performance and development.

#### Stakeholder Relationships

- Build and enhance collaborative working relationships across the Transport Portfolio.
- Build and enhance engagement and collaboration with Aboriginal stakeholder groups.

### 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 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**  
DIRECTOR ABORIGINAL ENGAGEMENT (TRANSPORT PORTFOLIO) **LEVEL 8** **POSITION NO** P0070842

## COMMUNICATIONS MANAGER LEVEL 6

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

TBA

Salaried, Wages

TOTAL

**ALL POSITIONS UNDER CONTROL**

State number of positions only

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

- Substantial skill, knowledge and experience in:
  - delivering comprehensive communications and engagement activities, preferably in a large and complex organisation
  - high level interpersonal and negotiation skills, with the ability to work closely with senior management, ministerial offices, and build and maintain strong links with internal and external stakeholders
  - high level verbal and written communication skills with the ability to engage, liaise and influence a diverse range of internal and external stakeholders
  - highly developed conceptual, problem solving and analytical abilities
  - excellent organisation and time management skills, with the ability to work well in high demand situations and meet concurrent deadlines.
  - managing employee behaviour, performance and development
- Knowledge of:
  - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

**DESIRABLE:**

- Experience working with Aboriginal stakeholders in similar role.

**CERTIFICATION**

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

20.1.23

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

SIGNATURE

EXECUTIVE DIRECTOR

DATE

23/1/23

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

SIGNATURE

MANAGER HR BUSINESS

DATE

23/1/23