



Communications Officer - Level 5 (MIS24077)

Group:	Energy Policy	Location:	66 St Georges Terrace
Division/Directorate:	Office of the Coordinator of Energy	Supervises:	0
Branch:	Office of the Coordinator of Energy	Reports to:	Manager Communications and Digital Strategy
Section:	NA		

Operational Context

Energy Policy oversees provision of innovative and quality advice and initiatives that shape the energy sector for the benefit of Western Australians now and into the future. The Group does this by supporting the Deputy Director General to deliver their functions and statutory responsibilities, as well as providing day to day oversight of the Energy Policy Group's policy development and reform work program.

Role Overview

This position undertakes project management and coordination of communication projects including development of content with a strong emphasis on digital and online channels. It also assists in developing and implementing activities to raise awareness of Energy Policy and its priorities in the community. The position ensures Energy Policy's information products meet a high standard of consistency in discoverability, quality and readability to achieve communication objectives.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Contribute to coordination of information services, including developing effective strategies for raising stakeholder and general community awareness.
- Write, draft and edit content for projects, which achieve communication objectives to inform and educate and promote Energy Policy issues.
- Assist the team and support the Manager in quality control and cost-effective management of information services and systems.
- Liaise and cooperate with other Energy Policy staff to ensure production and promotion of Department content is effectively managed across a range of community awareness activities.
- Liaise with the Energy Policy project teams and with stakeholders to support communication activities.
- Contribute to identifying and developing information services.
- Liaise with internal support service teams and other stakeholders to achieve communication objectives.
- Assist in planning, developing, tendering and management of corporate contracts.
- Represent the Directorate on department committees and working groups for community awareness projects.
- Support the delivery of projects, coordinating deadlines and reminders to ensure project and divisional reporting deadlines are met.
- Support the delivery of annual report projects.
- Contribute to the strategic development and implementation of Energy Policy's internal and external communication strategies and plans and maintain stakeholder communication lists.
- Assist the manager to develop, maintain and promote consistencies in quality and standards in the Department's internal and external communication mediums.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Highly developed written and editorial skills and experience in adapting technical information for a wider audience.
- Demonstrated experience in the development and production of online information services, including websites and social media.
- Experience in using online applications for communication projects.
- Experience in working with purchasing procedures in relation to contracting for services.
- Experience in using project coordination or project management tools.

Capabilities Required

The following outlines the behaviours required to be demonstrated to perform this role:

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Consults and shares information with team and seeks input from others, ensures others are kept informed.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.

This position reports to:

Manager Communications and Digital Strategy
Position No: MIS22114 Classification: L7

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- National Police Check
- High integrity required for conflicts of interest

Approved Date
14-MAY-2024