



27th October 2023

Dear Applicant,

Application Kit – Communications Officer

Thank you for your interest in applying for the Communications Officer at Gulf Savannah NRM. This is a full time or part time (60-75 hours per fortnight), fixed term position to 24 December 2024 (with the possibility of extension) based in Mareeba or Georgetown (QLD).

Applications must be submitted online at: <http://www.gulfsavannahnrm.org/employment>

The online application process requires the submission of the following:

1. Online application form
2. Cover Letter
3. Resume (maximum 5 pages)
4. A separate document addressing the selection criteria (maximum 2 pages). The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

The closing date for applications is Monday 20th November 2023 and your application must be submitted by 9am (AEST). Upon receipt of your application, you will be sent a confirmation email. Please contact Zoe Williams on 4092 1088 or hr@gulfsavannahnrm.org if you do not receive an email within 24 hours or you would like more information on the position.

All applications will be treated with the utmost confidentiality.

Kind regards,

Zoe Williams
Chief Executive Officer



Position description

Position:	Communications Officer
Employer:	Gulf Savannah NRM
Reports to:	Chief Executive Officer
Supervises:	May supervise sub-contractors and support staff in relation to project deliverables
Location:	Mareeba or Georgetown, Queensland
Classification:	Level 3.1
Employment terms:	Full time or Part time (60-75 hours per fortnight), fixed term to 24 December 2024 (with the possibility of extension)
Salary Range:	Commencing wage \$80,333 per annum full time or \$41.20 per hour.
Contact officer:	Zoe Williams, Chief Executive Officer Phone 0448 680 445

About this role

The position is required to work as part of the Gulf Savannah NRM team. The Communications Officer will coordinate and deliver selected digital and print communications and promote Gulf Savannah NRM and regional NRM issues through modern media. We are looking for a person with a creative eye and technical aptitude for communication, advocacy and storytelling through digital communications and social media. Ideally, the successful applicant will have an empathy for remote and regional Australia and an understanding of environmental issues impacting North Queensland.

Duties of role

To achieve the outcomes required by this role, you must be able to:

- Work within allocated work/project budgets and timeframes
- Manage planning and delivery of communications outputs, including liaising with contractors and suppliers as required
- Develop, manage and deliver communications plans for projects.
- Produce content for Facebook, Twitter, LinkedIn and Instagram;
- Maintain the company's online presence through social media and website content;
- Assist with graphic design and event promotions;
- Monitor the delivery of the Gulf Savannah NRM Communications Strategy and update the strategy as required.

Key attributes

Within the context of the duties described above, the ideal applicant will be someone who has the following attributes:

- Highly organised, with an ability to work over several projects and competing demands;
- Adept in the language of design to send powerful messages and tell Gulf stories to broad and diverse audiences;
- Keen visual/aesthetic sensibilities;
- Good written expression;
- Advanced understanding of social media platforms and applications;
- Multi-media, web design and graphic design skills;
- Technically competent in a range of multi-media platforms and digital communications methods. Experience in maintaining corporate social media accounts is highly desirable.
- High level of computer skills and experience using Microsoft office software
- Experience in program management include monitoring milestones, deliverables and budgets.
- Excellent time management skills to meet deadlines.
- Willingness to be part of a team and support others.
- Ability to work with minimal supervision.

- Experience in the not-for-profit NRM, community or environmental sector would be highly regarded
- Experience with public speaking, workshop facilitation and coordinating webinars would be highly regarded
- Ability to travel to remote locations is highly desirable

Qualifications

Degree in Communications, Journalism or related field.

Other requirements

On occasion, Gulf Savannah NRM staff may be required to travel and undertake tasks outside normal work hours. This needs to be approved by the Chief Executive Officer prior to any work being undertaken. Gulf Savannah NRM does not offer paid overtime however a Time off in Lieu Agreement (TOIL) can be entered with the approval of the Chief Executive Officer and prior to being accrued.

It is a standard requirement that successful applicants agree to undertake a pre-employment medical and random drug and alcohol testing when required by Gulf Savannah NRM.

Citizenship

To be appointed you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia permanently.

Selection Criteria

1 Management Accountability

- Demonstrated ability in project management.
- Demonstrated time management skills with an ability to manage multiple projects and meet deadlines.

2 Technical Responsibilities

- Experience in maintaining and expanding corporate social media accounts and online presence.
- High level of written skills.
- Experience in copywriting and proofreading, including the preparation of media releases, print and on-line media content.
- High level of design skills for the production of newsletters, magazines, online and print media.
- Experience in audio-visual editing and the production of short video clips.
- High degree of computer literacy including proficiency with Microsoft Office suite.
- Experience in tailoring messages to a variety of audiences.
- Experience in public speaking, workshop facilitation and coordinating webinars

3 Partnerships and Communication

- Demonstrated ability and willingness to work effectively with diverse stakeholder groups (graziers, farmers, Indigenous landholders, community and industry groups, government) and with staff of partner organisations to deliver communications products.
- Demonstrated ability to communicate verbally and good written expression
- Demonstrated ability to work across teams with people with different skills and expertise.

4 Problem Solving

- Demonstrated ability to work independently, identify and analyse problems, and develop and implement improvements.

5 Workplace Health and Safety and Personal Conduct

- Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and the Anti-Discrimination Act.

6 Qualifications and Experience

- Qualification in Communication, Journalism or related field is essential.
- Current open 'C' class driver's license is essential
- Four-wheel drive vehicle experience is desirable
- Working with Children Blue Card (or ability to obtain) is highly desirable

Approved



Zoe Williams

23 October 2023

Signature

Name

Date

Chief Executive Officer
Gulf Savannah NRM