

POSITION TITLE	Communications Officer
PRIMARY LOCATION	Mount Gambier
REPORTS TO	Manager, Program Delivery
HOURS	Part Time (0.6 FTE)
TENURE	Ongoing (subject to funding)
SALARY	\$65,000 - \$70,000 (based on experience) pro-rata plus superannuation
SPECIAL CONDITIONS	Some out-of-hours work and regional travel required. Current Driver's Licence is essential.

OUR ORGANISATION

Regional Development Australia Limestone Coast (RDALC) is funded by Australian, State and Local Government for place-based solutions to regional economic issues. With three main areas of focus:

- We support businesses where they're at – geographically and in their business journey
- We encourage investment – through partnerships, grants and infrastructure
- We grow the leaders of tomorrow – giving local people the skills they need to lead in the community

RDALC Board Members are local leaders developing local solutions to local issues. The RDALC Team is small, dedicated and high performing, working collaboratively to deliver on our Strategic Plan.

POSITION SUMMARY

The Communications Officer is a key member of the team, preparing website and social media content, leading the weekly e-newsletter and sharing the news of the work that we do. The RDALC Board have a clear agenda to raise the profile of the organisation and we are looking for a skilled professional to assist.

Strong written communication skills are essential, as the Officer will play a significant role in the communications for the organisation. This includes assisting with internal communication such as collating the CEO Report, as well as external communication including social media, website content, preparing information sheets and drafting media releases. The Communications Officer will lead the development of The Weekly, our regular e-newsletter, coordinating input from other staff and researching relevant material.

Interpersonal skills are also important as the Communications Officer will engage with stakeholders and refer leads to relevant staff. As we are a small team who work together to deliver priorities, the Communications Officer is likely to have some involvement in event planning and other project support activities.

PRIMARY ACCOUNTABILITIES AND OUTCOMES	
Accountability	Duties
External Communications	<ul style="list-style-type: none"> • Coordinate the development and delivery of the communication and engagement activities for the organisation • Lead the production of the electronic newsletter, <i>The Weekly</i> • Coordinate the preparation of content for our website, social media, and print media (including media releases)
Internal Communications	<ul style="list-style-type: none"> • Assist with the coordination and preparation of reports to the RDALC Board and funding partners • Assist with coordination of events • Other duties as required
Relationship Management	<ul style="list-style-type: none"> • Work collaboratively with the RDALC team and contribute to delivering outcomes across the organisation • Work collaboratively with key stakeholders, including industry bodies, State, Federal and Local Government, and regional Business Associations

TECHNICAL EXPERTISE (Qualifications, Skills, Knowledge and Experience Relevant to the Role)	
Essential	<ul style="list-style-type: none"> • High level written and oral communication skills • Experience in preparing content for social media and other communications materials • Experience in Canva and Mailchimp • Demonstrated ability to work effectively as a member of a small team • Ability to work independently, using initiative and exercising judgement and seeking advice as appropriate to the level of the position • Demonstrated experience in the use of Microsoft programs including Outlook, Word, Excel, PowerPoint • Ability to learn new skills and information quickly
Desirable	<ul style="list-style-type: none"> • Experience coordinating or delivering events

PERSONAL QUALITIES	
Quality	Behaviours
Relationship Management	<ul style="list-style-type: none"> • Develops and maintains effective working relationships and networks • Identifies opportunities to negotiate for improved outcomes • Deals with conflict effectively and escalates when appropriate • Shares information and knowledge as appropriate
Professional Approach	<ul style="list-style-type: none"> • Promotes a culture of respect and high ethical standards • Remains positive and recovers quickly from setbacks • Maintains professionalism and confidentiality • Constructively expresses own views and respects the views of others
Results Oriented	<ul style="list-style-type: none"> • Takes responsibility for the delivery of quality and timely results • Understands expectations around quality of work and timeframes • Uses initiative and acts on opportunities for continuous improvement appropriate to the position
Service Delivery	<ul style="list-style-type: none"> • Cooperates across work areas to achieve optimal outcomes • Provides clear, honest, and timely feedback to supervisor

Strategic Focus	<ul style="list-style-type: none"> • Understands, supports, and contributes to strategic direction and plans • Communicates plans in practical terms to others • Supports and responds positively to the drive for change and innovation
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KEY RELATIONSHIPS	
Direct Reports	Nil
Other	<ul style="list-style-type: none"> • CEO • Board Members and staff • Business, industry, and community groups within the region • Limestone Coast Local Government Association • Regional Councils • Relevant Federal and State Government Agencies • Residents of the region • RDA organisations both in South Australia and nationally