

Media and Communications Coordinator

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
Status	Full time, Ongoing Subject to Council's capacity to pay, funding, and employee performance
Industrial Instruments	Queensland Local Government Industry (Stream A) Award – State 2017 Barcaldine Regional Council Certified Agreement 2022
Classification	Minimum Level 5.1
Reports to	Chief Executive Officer
Direct Reports	N/A

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values



HONESTY
WE ALWAYS TELL THE TRUTH



EMPATHY
WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS



ACCOUNTABILITY
WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS



RESPECT
WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY



TRUST
WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES

Key Responsibilities

Communication and Engagement:

- Develop and manage content for Council's website, social media platforms, and radio programs to align with communication objectives.
- Coordinate the production of Council's community and corporate publications.
- Prepare media releases and respond to media enquiries in consultation with the CEO.
- Produce, present, and assist with production and presentation of radio programs.
- Organise and facilitate community engagement activities in accordance with Council's Community Engagement Policy and the Local Government Act.
- Collaborate with the Senior Management Team and staff to ensure consistent, timely, and high-quality communications across various platforms.
- Ensure Council's branding is consistently and appropriately applied across all communications and organisational materials.

System and Policy Management:

- Maintain office systems, including registers, filing, and records management, ensuring confidentiality and data integrity.
- Use computer systems and technology to efficiently execute responsibilities.
- Develop and review communication-related Council policies and procedures, and support staff in their application and compliance.

Stakeholder Management:

- Deliver high-quality customer service to internal and external stakeholders, ensuring positive outcomes from interactions with Council.
- Build and maintain positive relationships with staff, community members, stakeholders, and media organisations.
- Identify and leverage communication opportunities to improve service delivery, engagement, and outcomes for stakeholders.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 5kg), with occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- Relevant degree or diploma in Journalism, Community Engagement, Stakeholder Management, or a related field; or less formal qualifications with at least two (2) years of demonstrated industry experience.

Licensing:

- Current Queensland class 'C' Driver Licence.

Experience and Knowledge:

- Proven ability to prepare and deliver verbal and written communications, including strong copywriting, editing, proofreading, and report-writing skills.
- Experience in managing and improving websites and social media platforms.
- Demonstrated ability to coordinate community engagement activities and meetings.
- Strong organisational and time management skills, with experience using electronic record-keeping systems.
- Understanding of the grant application and acquittal process.
- Demonstrated ability to network with a diverse range of community sectors (e.g., multicultural, youth, elderly, community groups, and organisations).
- Experience in planning and delivering projects, programs, and events.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	