Senior Communications Officer

Position Description

Directorate	Office of the CEO	**Department**	External Relations
Reports To	Principal Communications Officer	**Direct Reports**	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	**Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level**	Schedule 1, Level 7

Position Purpose

This position provides expert communications advice and services, including strategic communication liaison and public relations support to the Mayor, Councillors and other key stakeholders across Council. As an active member of the leadership team this position is integral to the successful management of proactive, reactive and issues management of the Council.

Key Responsibilities and Outcomes

- Provide expertise and services to ensure the efficient and effective communication of Council's strategic priorities.
- Identify, manage and deliver communications plans and projects that align with Council's strategic objectives, delivering a consistently high standard of written communication, stakeholder engagement, collateral and reporting.
- Plan and develop highly effective communication opportunities and content that promotes Moreton Bay Regional Council, the Mayor and Councillors.
- Identify and manage potential communication issues and reputational risks by developing suitable strategies, without needing explicit direction and guidance.
- Establish and maintain positive and productive relationships with local, regional and metropolitan media, and internal stakeholders including Councillors, senior management and other key stakeholders.
- Provide leadership and guidance to a team of communications and marketing professionals.
- Provide accurate and timely information and high-level advice to assist in ensuring organizational communication is managed effectively and in accordance with relevant legislation and Council procedures, policies and directives.
- Review, edit and value-add to corporate documents to ensure a consistent standard across brand, tone and language.
- Monitor media coverage and provide relevant reporting to manage crisis situations, measure effectiveness of campaigns and inform content.
- Ability to work outside normal working hours, including weekends and public holidays as required.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team

member you will take individual accountability for demonstrating the values expectations and behaviours.

Decision Making	
Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Expert knowledge of communication practices within a corporate organisational context.
- Understanding of the local, state and national media landscape with a genuine interest in current affairs.
- Considerable experience in delivering effective corporate communication to achieve desired outcomes.
- Experience and enthusiasm for turning complicated topics/research/analysis into more easily comprehended messages for target audiences.
- Considerable experience leading and managing complex reputational issues.
- Exceptional written and verbal communication skills, and forensic eye for detail.
- Ability to provide leadership, guidance, and workload management assistance for team members.
- Highly developed people and relationship skills with demonstrated ability to work in a team environment, communicating and motivating effectively at all levels of the organisation.
- Excellent time management skills, demonstrating high proficiency to manage both their own time as well as their teams.
- Ability to work quickly under pressure, in a fast-paced environment as well as consider long-term strategic plans and opportunities.

Qualifications

- Degree in public relations, journalism, business communication or equivalent.
- Current C Class Drivers Licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.