

Statement of Duties

Tasmanian Electoral Commission

Design Officer

Objective

The position contributes to the efficient operation of the Tasmanian Electoral Commission in the provision of design and communication expertise to support:

- Election public awareness campaigns,
- Reports and stakeholder advice and manuals
- Education information and resources, and
- Training and election operations material.

Duties

- Create and modify digital and physical resources for TEC communications material, general electoral information, and school and community education.
- Design and maintain operational materials including signage, manuals and process documents.
- Support the design and maintenance of staff training presentations, guides and other resources.
- Create content for the TEC's social media channels and contribute to the development of in-house social media campaigns.
- Develop and assist in the roll-out of critical election productions and engagement promotions, including liaising and coordinating contractors and stakeholders for electoral events such as election tally-rooms.
- Undertake minor projects and research and make recommendations on a range of topics, including education and training resources, digital tools, and modern communication methods.
- Implement and ensure compliance with the TEC style guide.

Level of responsibility

The occupant is responsible for:

- The production of work of physical and digital information and educational resources as requested by the Communications Manager.
- Making a significant contribution to the ongoing development and enhancement of TEC's communications.
- Advising on the development of TEC workplace training and election material resources.
- Ensuring appropriate judgement, discretion and political neutrality in all communication.

- Ensuring efficient and effective management of WHS for your areas of responsibility in accordance with the WHS Act, including to participate in the development and improvement of safety initiatives.
- Conducting work in a safe manner that does not put yourself or others at risk, including to comply with reasonable instructions contained in WHS policies and procedures, reporting hazards, near misses and incidents.
- Upholding and championing the Department's commitment to the safety and wellbeing of children and young people; actively participating in and contributing to our rights-based approach to care; meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies and complying with mandatory reporting obligations.
- Participating in the development and improvement of safety initiatives and safeguarding practices for children and vulnerable people (including to attend relevant child safety and wellbeing training provided by the Department).
- Upholding and championing the values of Integrity, Respect and Accountability, and actively contributing to making our workplaces Inclusive and Collaborative.

Direction and supervision received

- The Design Officer is required to work under the general direction of and in collaboration with the Communications Manager.
- The Design Officer is expected to exercise initiative, creativity and strict political neutrality in providing communications solutions.

Selection criteria

1. Demonstrated high level ability to design, develop and produce clear, accessible and audience-appropriate communication materials across digital and print formats, using a range of contemporary design tools and platforms (eg. Adobe Creative Suite).
2. Sound understanding of contemporary design principles and methodologies, including user-centred design, accessibility, information hierarchy and usability, and the ability to apply these to develop effective communication and data collection materials for diverse audiences.
3. Demonstrated project management skills, including the ability to plan and prioritise work, identify and synthesise relevant issues, and deliver high-quality outputs within tight timeframes and competing demands.
4. High-level interpersonal and communication skills, including the ability to build effective relationships, collaborate with internal and external stakeholders, and provide clear advice to support communication and engagement outcomes.
5. Demonstrated ability to undertake research, analyse information and make practical recommendations to improve communication approaches, education resources, digital tools and related outputs.
6. Demonstrated ability to exercise sound judgement, discretion and political neutrality, and to apply organisational standards and style guidelines in the development of communication materials.

Essential requirements

- Political neutrality

Desirable requirements

- Design qualifications
- Experience in a communications team

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks (National Police Record) checks for: Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy
2. Disciplinary action in previous employment.
3. Identification check.

Position summary

Title	Design Officer
Number	358172, 358173
Award	Tasmanian State Service Award
Classification	General Stream Band 4
Division	Tasmanian Electoral Commission
Full-time equivalent	Fixed term; full-time; part-time
Output Group	Tasmanian Electoral Commission
Branch	Elections and Engagement Directorate
Supervisor	Communications Manager
Direct reports	0
Location	Hobart
Position category and funding	Cost code split: T137 - 65% R086 - 25%. R776 - 10%
Content Manager Record Number	FOL/26/1234

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