

Position Description



EnergyAustralia

Role Reporting Information	
Role Title	Corporate Communications Advisor
Position Number	FFC090
Role Reports Directly To	Communications Leader
EnergyAustralia Group Executive Manager	Corporate
Date	5 July 2015

Purpose of Team / Business unit and Key Challenges
Corporate Communications delivers flexible, expert, media communications, and; timely, user-friendly information flow for internal audiences to help people lead, manage, inform and advocate on our behalf.

Purpose of Role
The Corporate Communications Advisor supports the Corporate Affairs Lead by providing strategic communications advice, developing and delivering bespoke external and internal communications strategies, identifying and managing issues which may expose the business to criticism, ensuring the business' media policy is observed and followed, partnering with key business functions, assurance and review of communications collateral and the production of materials as required.

Values – Ways of working and behaviour expectations	
The customer is our priority	We know our customers; what they need and value We consider the customer in every decision We get the detail right and give our customers what we promised We take the hassle out of customers' lives We treat customers as we would like to be treated ourselves We aim to make every customer an advocate of EnergyAustralia
Do the right thing	We do not compromise on safety We act with integrity and comply with the law We communicate openly and honestly, and listen to our stakeholders We weigh the impact of our decisions on returns, the environment and communities We treat others with fairness and respect We are accountable and take responsibility for our actions
Lead change	We never stop looking for new ways to improve We innovate, turning opportunity into advantage We go after change with enthusiasm and passion We recognise change is hard, and support our stakeholders through it We are genuine in seeking and giving feedback We drive high-performance by setting the right priorities

Key Activities, deliverables and metrics		
Key Activities and Deliverables		Metrics
Activity and deliverables 1	<ul style="list-style-type: none"> Lead planning, management and delivery of corporate events and functions including town halls, Board visits, participation at conferences, product 	Positive feedback from EnergyAustralia leaders on the quality and appropriateness of the event or function.

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	launches, news conferences and staff engagements e.g. Christmas party.	
Activity and deliverables 2	<ul style="list-style-type: none"> Support delivery of advice, campaigns and internal and external communications strategies to support business objectives. 	Positive feedback from EnergyAustralia project leaders on quality of advice, planning and materials.
Activity and deliverables 3	<ul style="list-style-type: none"> Day-to-day administration of online corporate collateral catalogue and ordering system. 	A selection of quality corporate collateral is available across the business at all times and is delivered in a timely manner via a simple and efficient online ordering system.
Activity and deliverables 4	<ul style="list-style-type: none"> Management and administration of Public Affairs team budget. 	Budget is managed so that it is balanced, used prudently and efficiently and is maximised to deliver optimum outcomes for the team.
Activity and deliverables 5	<ul style="list-style-type: none"> Ensure a safe workplace is maintained and that Health, Safety and Environment issues are pro-actively managed. 	Zero LTs, TCRF.

Process Accountabilities (which business processes is this role accountable for effectiveness of)

Internal information publication and distribution.

Key Interactions (internal and external) that this role must form productive relationships with	Frequency and purpose of interaction
Internal - Business units	Weekly-to-monthly
Internal - Corporate Affairs Lead	Daily
Internal - Public Affairs Leader	Daily
Internal - Events lead	As required
External - Sector media (consumer & business)	Daily/weekly and as required

Required Capabilities and Qualifications

Integrity and accuracy

Ability to work cooperatively and openly across the business

Flexibility

Collegiate approach

Strategic mindset

Desired Experience for Role

Communications or journalism degree qualified, OR strong experience in media, consultancy or corporate communications roles

Experience operating in uncertain and ambiguous environments

Experience delivering projects to budget and tight deadlines

Experience working with senior management and high-profile stakeholders

Role Dimensions

Number of Direct and indirect Reports

Nil

Budget Revenue

Nil

Budget Opex

Nil

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Budget Capex	Nil
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Delegations of Authority	
Operating expenditure	Nil
Capital Expenditure	Nil
Other authorities	Nil

NB: This is not a complete list of accountabilities and deliverables; you will be required to perform other tasks in line with your position, as directed by your manager from time to time.

[INSERT ORG CHART]