

## Statement of Duties

<b>Position Title:</b> Communications Coordinator	<b>Position Number:</b> 525492	<b>Effective Date:</b> January 2021
<b>Group:</b> Community, Mental Health and Wellbeing - Communicable Diseases Prevention Unit		
<b>Section:</b> Public Health	<b>Location:</b>	
<b>Award:</b> Health and Human Services (Tasmanian State Service)	<b>Position Status:</b> Fixed-Term	
	<b>Position Type:</b> Full Time	
<b>Level:</b> Band 6	<b>Classification:</b> General Stream	
<b>Reports To:</b> Project Manager - Immunisation and COVID-19 Vaccine Program		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

The Communications Coordinator will:

- Coordinate and support the staff of the Communicable Diseases Prevention Unit (CDPU) on a range of communications issues, with a focus on current projects.
- Provide high level advice on communications aspects of project development and implementation, risk analysis, policy development and evaluation.
- Contribute to the planning and development of the communications strategy and actions of the CDPU.
- Maintain effective relationships with stakeholders to support the implementation of project activities.
- Lead and support policy or project working parties with a focus on communications.

### Duties:

1. Coordinate and support communications activities of the CDPU projects through the preparation of policy and procedural documents, clinical tools, framework refinement and implementation plans.
2. Provide high level advice and close support to CDPU executive and project manager on communications aspects of project development and implementation, research, risk analysis, policy development and evaluation, offering input into projects and initiatives within the unit.
3. Prepare high level correspondence, reports, submissions and communication materials for delivery through a range of technologies, external publications and print material, and to a wide variety of stakeholders.
4. Develop and maintain strong relationships with internal and external stakeholders to promote service development activities.
5. Contribute to service planning and business process restructuring activities to promote statewide consistency in the delivery of innovative, integrated and accessible services with a focus on communications.

6. Support steering committees, reference groups and any policy or project working parties.
7. Undertake any evaluations as required and the associated report writing for projects undertaken.
8. Develop and support consultation processes for projects undertaken.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### **Scope of Work Performed:**

The Communications Coordinator is expected to operate with considerable initiative, discretion and judgement in the performance of tasks. Work is carried out with a substantial degree of independence and autonomy in day to day activities, with general direction and supervision from the Project Manager – Immunisation and COVID-19 Vaccine Program. The occupant will:

- Be responsible for assigned/agreed projects including working collaboratively as a member of a high performing team.
- Ensure a high level of originality and initiative in developing policies and projects.
- Establish and maintain consultative links internally within State and Federal Government and liaise with community and industry representatives and other external stakeholders.
- Undertake research and development of information and research projects to inform best practice as they relate to the projects required.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **Essential Requirements:**

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  1. Conviction checks in the following areas:
    - a) crimes of violence
    - b) sex related offences
    - c) serious drug offences
    - d) crimes involving dishonesty
  2. Identification check
  3. Disciplinary action in previous employment check.

## **Desirable requirements**

- Relevant tertiary qualifications, equivalent vocational qualifications or experience relevant to this role.

## **Selection Criteria:**

1. Demonstrated planning, coordination and management skills, including the proven ability to determine priorities, make independent decisions and meet tight deadlines.
2. Highly developed written and verbal communication skills including the capacity to use a broad range of technology to produce high quality documents in a variety of communication formats and presentation styles.
3. Proven high-level research skills, together with the ability to evaluate information and contribute to the development of policies and practices.
4. High-level interpersonal skills, written and verbal, with demonstrated ability to develop and maintain networks and liaise effectively with a wide range of people at all levels, internally and external to Public Health Services.
5. Proven ability to work constructively as a member of a high performing team, including the ability to be adaptable, work under pressure and effectively manage competing priorities and ambiguity.

## **Working Environment:**

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.