



## POSITION DESCRIPTION

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| <b>Position title:</b>       | Media & Public Relations Coordinator                                     |
| <b>Status:</b>               | Permanent Part time 0.6  |
| <b>Location:</b>             | Circular Head  |
| <b>Classification level:</b> |  |
| <b>Award</b>                 | Social, Community, Home Care and Disability Services Industry Award 2010 |
| <b>Reporting to:</b>         | Communications & Engagement Manager                                      |
| <b>Date Approved:</b>        | May 2025   |

### Position Objective

The importance of Aboriginal community and cultural inclusiveness is to be in the forefront of decision making while interacting with all internal and external contacts while building a public relations process for Circular Head Aboriginal Corporation (CHAC) to follow.

The incumbent must ensure the CHAC values, vision and mission is imbedded throughout their work.

This role is to enhance CHAC's voice and presence through development and establishment of a professional Public Relations profile in association with the Communications & Engagement Manager.

### Level of Responsibility

The incumbent is responsible to ensure the interaction with the public, Government and workforce is professional at all times and duties are to be carried out proficiently and accurately.

A high level of confidentiality, honesty and integrity is required.

The incumbent is expected to work under general direction of the Communication and Engagement Manager.

### Roles and Responsibilities

- Maintain and update Public information on social media platforms;
- Engage with CHAC members through the development of the Quarterly Newsletter;
- Undertake Administration and maintenance of the CHAC website ensuring the Site maintains currency around CHAC activity to communicate with all stakeholders and enhance positive public perceptions;
- All interactions with stakeholders must be professional and truthful;
- Work with all CHAC employees to ensure the public is aware of "good news" stories about their various programs including internal newsletter;

- Co-ordinate internal communications alongside Communications & Engagement Manager, General Manager, Board and all staff;
- Interview stakeholders for content, public notices, press releases;
- Co-ordinate with CHAC teams the development of resources for public view as required;
- Assist Communications & Engagement Manager to develop communication strategies for internal and external stakeholders;
- Assist Communications & Engagement Manager to draft Press Release when required;
- Keep all social media channels and traditional advertising mediums up to date;
- Promote events such as NAIDOC week, Youth Week and other CHAC events;
- Review newspapers or other public platforms for opportunities CHAC can make public comment or action;
- Public speaking on behalf of CHAC where delegated;
- Lead survey initiatives and analyse public opinion to assist CHAC Board understand where continuous improvements can be made;
- Participate in the drafting of the Annual Report;

### **Other Responsibilities**

- Demonstrate and promote CHAC's vision and mission within the organisation and to external community when occasion arises;
- Comply with CHAC's policies and guidelines;
- Be abreast of Workplace Health & Safety requirements under the Act and keep own health & safety safeguards and monitor play group activities to remain safe and compliant;
- Maintain an active awareness of risk management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to CHAC;
- Ensure you understand and display the requirements of the Privacy and Confidentiality policy;
- Actively participate in continuous improvement through change initiatives and identification of improvements in the delivery of the program;
- Keep abreast of personal development opportunities;
- Collaborate with others to achieve common goals for CHAC;
- Any other duties as required by the Communications & Engagement Manager and/or the General Manager within your competency;

### **Performance Targets and Indicators**

Performance targets and indicators are included in a performance appraisal, which will be reviewed and amended as required. Key performance indicators will be in line with PD.

### **Selection Criteria - Qualifications, Skills and Experience**

- Understand Aboriginal societies and culture and the issues affecting these people in contemporary Australian society and the diversity of circumstances of Indigenous people;
- High level of verbal and written communication skills along with proficiency in the application of computer packages;
- Display a high standard of ethics and attitude of discretion to inspire trust and confidence and have a mature pleasant disposition;

- Be motivated and have ability to co-operate with other staff in a team environment along with building and maintaining co-operative relationships;
- Ability to work co-operatively with other professionals in related agencies;
- Experienced, reliable and task-orientated;
- Demonstrate a sound understanding of WH&S Act 2012 and take reasonable care for your own health and safety and ensure that an act or omission that you do does not adversely affect the health and safety of other persons;
- Proven time management skills are important along with the ability to work independently and in a team environment;
- COVID-19 vaccinations, a current unrestricted Drivers Licence and Police and Working with Vulnerable People clearances will be required.

## Acceptance

### The Employee

#### Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, CHAC's Confidentiality Policy, Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my employment monitored and evaluated in relation to my performance in the role as detailed throughout this document.

I further acknowledge that my duties may be varied from time to time.

Name: ..... Signature: .....

Position: ..... Date: .....