

Expression of Interest

Reference Number:	165 DES-EANI
Position Number:	76027600
Position Title:	Senior Project Officer
Business Unit/Division:	World Heritage Connections Wet Tropics Management Authority Department of Environment and Science
Location:	Cairns
Classification:	A05
Duration of Vacancy:	Temporary part-time (4 days a week) from Monday 3 June 2019 until Friday 29 May 2020
Reason for Vacancy:	This short-term temporary placement (12 months or less) is available as a developmental opportunity.
The person we are looking for:	<p>Within the context of the role overview and responsibilities, the ideal applicant will be someone who:</p> <ul style="list-style-type: none">• <i>Focuses on customers</i> - demonstrates high level interpersonal, written and communication skills that show experience liaising with relevant government agencies, the media, tourism and education groups.• <i>Acts proactively</i> - demonstrates current knowledge of latest trends and best practice in the area of presentation and communications, including through use of digital technologies.• <i>Manages internal and external relationships</i> - demonstrates ability to initiate, prepare and disseminate engaging multi-media; and respond to requests for information.• <i>Focuses on performance</i> - demonstrates ability to design and develop engaging digital and print communication products, websites and social media in line with relevant style guides.• <i>Applies specialist knowledge and skills</i> - demonstrates ability to utilise information technologies, multi-media and software tools to effectively perform associated presentation, communication and media tasks.• <i>Displays rigour in analysis</i> - demonstrates ability to plan and organise work to meet competing deadlines.
Closing Date:	5 pm, Wednesday, 22 nd May 2019.
Enquiries To:	Rebecca Lagerroth Manager Ph 07 4241 0509

If you are interested in any of the position/s above, please call the nominated person to obtain full details of the position and application process.

Relieving expenses, in accordance with the Domestic Travelling and Relieving Directive, may apply to this role. You should discuss this with the contact person prior to submitting an EOI.

Role overview

The Senior Project Officer is part of the World Heritage Connections team, dedicated to working with the Wet Tropics community to manage and promote the World Heritage Area. This position is responsible for providing high level communication, interpretation and media advice to achieve success in relation to the Authority's presentation and communication strategies.

Through regular, proactive communication the Senior Project Officer will help strengthen and maintain the Authority's relationships with relevant government agencies, the media, tourism, education groups and the community. The Senior Project Officer delivers a range of digital and print communication products that promotes the Authority and its key programs, initiatives, services and events. The position also delivers a range of multi-media services including writing and contributing to media releases.

The Senior Project Officer may be required to undertake travel in the region to attend events and engage stakeholders and communities.

Responsibilities

Specific responsibilities of a Senior Project Officer (A05) are outlined as follows:

- Research, write, develop, edit and disseminate a range of engaging communication and interpretive materials, including speeches, publications, advertisements, brochures and website content in line with relevant style guides.
- Research, write, review and edit media releases and newsletter articles to ensure their accuracy and objectivity; and respond to requests for information from media, schools, government and industry.
- Maintain the Authority's website and social media platforms including developing, editing and quality checking web content and implementing social media strategies and activities.
- Manage media contact and approvals for the Authority.
- Provide advice to senior management and the Authority's board to develop and implement strategies to achieve success on media issues.
- Help to maintain and implement the Authority's communications and media policies, protocols and standards.
- Support team projects including initial planning, delivery, reporting and evaluation.
- Contribute to the development of reports, briefs and correspondence for internal and external audiences

In addition, all employees are accountable for complying with health and safety policies and procedures, incident and hazard reporting, and safe work practices and actively participating in relevant training and review of activities such as risk assessments.

Mandatory requirements

Qualifications

While no formal educational qualifications are required, relevant qualifications will be highly regarded.

Licences

You must have a current driver's licence and be prepared to obtain a manual licence if required.

Citizenship/visa

To be appointed to a permanent position, you must be an Australian citizen, have permanent residency status, or a visa permitting you to work in Australia permanently. For temporary appointments, you must have a visa permitting you to work for the length of the temporary appointment.

How to apply

Please provide a brief application to a maximum of two pages addressing the responsibilities (i.e. abilities, aptitude, skills, knowledge, experience and personal qualities sought) and a current resume to Rebecca.Lagerroth@wtma.qld.gov.au

Applications are to be marked "EOI Private and Confidential"