

## Position Description

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### POSITION DETAILS

<b>Title:</b>	Communications Officer
<b>Status:</b>	Full Time
<b>Salary rate:</b>	Classification 4
<b>Salary:</b>	\$61,327 - \$67,354
<b>Location:</b>	Rockhampton
<b>Reports to:</b>	Communications Coordinator
<b>Last Updated:</b>	January 2021

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### About FBA

Fitzroy Basin Association Inc. (FBA) is Central Queensland's leading Natural Resource Management group. FBA strives to protect the region's ecosystems, wetlands, plants and animals; improve land condition and management practices; and ensure healthy waterways flowing to the reef.

FBA works across an area more than 156,000 km<sup>2</sup> in size extending from Nebo in the north to Injune in the south, and west to the Drummond Range. As well as the catchments of the Fitzroy River, we cover adjacent coastal waterways and the Boyne and Calliope Rivers.

FBA coordinates work to achieve natural resource management targets set out in the regional plan, developed in consultation with the wider community. FBA is an equal opportunity employer.

### Purpose of the Position

The Communications Officer is responsible providing communications services and products that are targeted, professional and credible.

### Roles and Responsibilities

The Communications Officer will be responsible for:

- Assisting with the development and maintenance of a positive public profile for FBA
- Preparation and dissemination of professional and effective, accessible and accurate communication in the form of media releases, case studies, flyers, electronic newsletters and other promotional material,
- Collaborating with staff to produce best practice manuals, education packages, videos and audio visual or digital products
- Maintenance and enhancement of FBA's websites and social media channels
- Supporting FBA staff in planning for and communicating the progress and outcomes of FBA's services, programs and projects
- Contributing to an organisation-wide collaborative approach to the exploration of new initiatives that align with and enable FBA to deliver on the FBA strategic plan, vision and mission
- Undertake work in a manner that complies with FBA policies, procedures and values
- Supporting the corporate strategy and vision of FBA.

### Key Performance Areas

- FBA communication products
- FBA media and brand management
- FBA's digital presence
- Positive contribution to organisational culture

### Qualifications and Experience

Tertiary qualifications or equivalent in a relevant field of Communications, Public Relations, Journalism or Marketing is essential while demonstrated experience in community-based natural resource management would be highly regarded. Applicants should also have demonstrated experience in the development, coordination and delivery of media, marketing and communication products; including the online application of such. Proficiency in design and associated software is desirable.

### **Other Requirements**

- The Communications Officer will maintain their knowledge and skills through ongoing professional development
- Experience in the use of web-based publishing software applications
- Demonstrated experience in Microsoft software
- Possession of a current Australian Drivers Licence
- Ability to travel and spend nights away from the home base to support staff activities, attend meetings, and training

### **Reporting and Supervision**

The position is supervised by the Communications Coordinator and has no supervisor responsibility.

### **Salary, Superannuation, and other benefits**

The successful applicant will be offered a Contract of Employment consistent with the FBA Policies and Procedures and FBA salary framework. In addition to superannuation guarantee payments, FBA offers to match voluntary superannuation contributions by employees up to an additional 3% of salary.

FBA is keen to work with arrangements that suit the right person/people for the job, and to that end, are willing to negotiate part-time arrangements, including job sharing. Daily hours of work are flexible, reflecting the need for the successful applicant to work hours that suit clients.

### **Further Information**

Please contact FBA's Corporate Services Manager on 07 4999 2824 for more information on the position. Visit our web site at [www.fba.org.au](http://www.fba.org.au) for further information on the organisation.

### **Applying for the position**

Applicants should submit a current resume, letter of application and contact details of two recent referees through FBA's website (<https://www.fba.org.au/work-with-fba/vacancies/jobs/>) or by email to [hr@fba.org.au](mailto:hr@fba.org.au).

Whilst applicants are not required to answer selection criteria in their letter of application, selection for the position will be based on the successful applicant's ability to demonstrate the following selection criteria at interview.

### **Selection Criteria**

1. Demonstrated experience in the development, coordination and delivery of media, marketing and communication products.
2. Demonstrated high level written and verbal communication skills.
3. Sound understanding of online media and other communication technologies and experience using these to engage.
4. Ability to work independently and collaboratively, manage time and competing priorities.
5. Experience in building partnerships and working with multi-disciplinary teams, including previous experience building and maintaining professional networks.

**Closing Date: 5:00pm - 7<sup>th</sup> February 2021**