

OCTOBER 2024

# Position Description

<b>Position Title:</b>	Communications Officer – 12 months Contract
<b>Position Number:</b>	#1153
<b>Reporting to:</b>	Senior Communications Officer
<b>Location:</b>	Geraldton
<b>Conditions of Employment:</b>	Mid West Ports Authority General Staff Enterprise Agreement (EA) 2021 – Level 4

## PURPOSE

Responsible for delivering and supporting stakeholder engagement initiatives which positively impact on MWPA's future sustainability by ensuring our reputation is strong, resilient and engaging.

## ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
GOVERNMENT RELATIONS	<ul style="list-style-type: none"> <li>▪ Coordinated delivery of the Annual Report, Statement of Corporate Intent and Statement of Expectations.</li> <li>▪ Developed relationships with key government stakeholders promoting an open and productive line of communication.</li> <li>▪ Coordinated response to ministerial, parliamentary and government requests for information in a timely manner.</li> <li>▪ Maintain an understanding of government processes and procedures.</li> <li>▪ Coordinate briefing notes, answer Parliamentary Questions and respond to government requests for information as required, in liaison with Subject Matter Experts.</li> </ul>
EVENT MANAGEMENT	<ul style="list-style-type: none"> <li>▪ Coordinated delivery of external, public-facing events including business and industry events, and community and stakeholder consultation.</li> <li>▪ Initiate collaboration with local community groups to co-deliver events which align with MWPA values.</li> <li>▪ Support the Events Officer delivery of internal events.</li> </ul>
COMMUNITY ENGAGEMENT	<ul style="list-style-type: none"> <li>▪ Increased and improved community engagement with port activities.</li> <li>▪ Increased delivery of port projects to community groups.</li> <li>▪ Coordinated delivery of the Annual Community Grants Program.</li> <li>▪ Coordinated delivery of the NFP Partnership Program.</li> <li>▪ Delivery of the Social and Community Development Plan.</li> </ul>

TOURISM	<ul style="list-style-type: none"> <li>Support the Events Officer "on the day" in the delivery of successful cruise visits.</li> </ul>
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**QUALIFICATIONS**

<b>TO BE ADDRESSED IN SELECTION CRITERIA</b>
<p>ESSENTIAL</p> <ul style="list-style-type: none"> <li>Tertiary qualification in communications, public relations, marketing, journalism or equivalent and/or relevant industry experience.</li> </ul>

**COMPETENCIES & EXPERIENCE**

<b>TO BE ADDRESSED IN SELECTION CRITERIA</b>
<p>ESSENTIAL</p> <ul style="list-style-type: none"> <li>High-level interpersonal, verbal and written communication skills, including the ability to liaise with and build effective relationships with key stakeholders both internally and externally, and writing for publication;</li> <li>Experience in government relations and Ministerial liaison, including the ability to establish and maintain appropriate networks;</li> <li>Demonstrated event and project management skills with the ability to deliver on time, within budget and to high standards;</li> <li>Demonstrated experience within and understanding of relevant industry; and</li> <li>Demonstrated experience developing and building community relationships.</li> </ul>

**PERSONAL ATTRIBUTES**

<b>MWPA VALUES</b>
<p>It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:</p> <p><b>COURAGE</b> – We have the courage to continuously move forward, innovate, learn and grow.</p> <p><b>COLLABORATION</b> – We bring the right people together to get the best result.</p> <p><b>ACCOUNTABILITY</b> – We deliver our very best in all we do, holding ourselves accountable for results.</p> <p><b>INTEGRITY</b> – We are consistently transparent, honest, ethical and genuine.</p> <p><b>CARING</b> – We care about our colleagues, our organisation, our community and our environment.</p>

**SPECIAL CONDITIONS**

<b>REQUIRED</b>
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- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero-tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

## ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

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**MANAGER NAME**

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**MANAGER POSITION**

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**SIGNATURE OF MANAGER**

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**DATE**

### Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

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**NAME OF EMPLOYEE**

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**SIGNATURE OF EMPLOYEE**

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**DATE**