



Communications and Engagement Advisor Position Description

Sustainable Timber Tasmania (STT) is a Government Business Enterprise with responsibilities for managing approximately 800,000 hectares of Tasmanian public production forest. STT undertakes forestry operations on this land and sells forest products. STT's purpose is to be a customer-focused and financially viable forest products and services provider, sustainably managing Permanent Timber Production Zone land for multiple-use as a community asset.

ORGANISATIONAL CONTEXT

Division:	Land Management	Group:	Engagement and Land Management
------------------	-----------------	---------------	--------------------------------

POSITION PURPOSE

The Communications and Engagement Advisor is responsible for the effective management of media issues, stakeholder engagement, internal and external communications, community issues, sponsorship, publications, websites, classified advertising and right to information requests. This includes development and implementation of relevant policies and procedures.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10157	Engagement and Land Management Manager (10181)	N/A	Hobart
Industrial Instrument	Enterprise Agreement		
Classification Range	Band D		
Working relationships	Maintains collaborative working relationships with contractors, employees and relevant key stakeholders.		

POSITION ACCOUNTABILITIES

Duties and responsibilities include, but are not limited to the following:

- Develop and coordinate high quality and accurate briefing, correspondence, reporting and other written material for Ministers, the government and Parliament which meet stakeholder/audience needs and is delivered within designated timeframes
- Provide timely strategic advice on the management of media issues to the CEO and General Management Team to take advantage of communication opportunities and to maintain and enhance the organisation's reputation
- Develop positive and proactive relationships with key media contacts to facilitate balanced coverage of the business
- Act as the first point of contact for the organisation's media enquiries and coordinate across the business to collate and prepare appropriate responses, researching relevant information where needed and ultimately providing the agreed response to the enquirer in a timely fashion
- Identify and assist in responding to emerging stakeholder issues to minimise potential adverse reputational or operational implications and to maximise positive reactions where possible
- Develop and deliver strategies and products to assist the business to effectively communicate and engage with all its stakeholders and to facilitate a positive corporate image and positioning of the business
- Provide advice and assist in the development of products by other parts of the organisation to achieve and maintain effective timely internal communication on important issues
- Manage STT's information request program in collaboration with the Principal Officer (CEO) to provide high quality and accurate information complying with the Right to Information Act and associated timeframes.
- Act as consultant to other projects as defined by the General Management Team and as directed by the Manager, Engagement and Land Management.

QUALIFICATIONS, SKILLS, ABILITIES AND EXPERIENCE (SELECTION CRITERIA)	
<p>Essential</p> <ul style="list-style-type: none"> ▪ Demonstrated experience in high level government and/or corporate briefing and liaison ▪ Advanced written and verbal communication skills ▪ Demonstrated experience and skill in media relations and stakeholder engagement ▪ Proven ability to successfully develop and implement innovative and effective communication strategies and products ▪ Ability to react effectively and efficiently to manage unpredictable or new situations ▪ Analytical and diagnostic skills and ability to resolve conflict and make and implement decisions ▪ Exceptional strategic sense and conceptual ability <p>Desirable</p> <ul style="list-style-type: none"> ▪ Journalism or similar degree 	
CAPABILITIES	
Leading and Deciding	Takes control and exercises leadership. Initiates actions, gives direction and takes responsibility.
Interacting and Presenting	Communicates and networks effectively. Successfully persuades and influence others. Relates to others in a confident and relaxed manner.
Analysing and Interpreting	Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates well in writing.
Creating and Conceptualising	Open to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.
Organising and Executing	Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.
Adapting and Coping	Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.
Enterprising and Performing	Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business commerce and finance. Seeks opportunities for self-development and career advancement.
Organisational Values	Demonstrated commitment to the promotion of the organisational values and ensures all tasks are completed safely and consistently with the values.
SPECIAL CONSIDERATIONS	
<ul style="list-style-type: none"> ▪ Participate in fire activities as required and where required pass the annual fire fighter health risk evaluation comprising both the medical assessment and the fitness test ▪ Hold a current manual driver's licence ▪ Required to participate in the Performance Development process ▪ Required to achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role ▪ Must comply and adhere to the organisation's policies and procedures, including the Code of Conduct ▪ Out of hours work maybe required and all staff are to be available for rostered fire duties on weekends, public holidays and outside normal work hours ▪ Must adhere to duty of care responsibilities to yourself and others under health and safety legislation 	