



Stakeholder and Government Relations Manager

Sustainable Timber Tasmania manages Tasmania’s public production forest for a vast array of environmental, social and economic values. Managing these forest values respectfully, innovatively and sustainably is at the heart of everything we do. As a Government Business Enterprise, we are committed to sustainably managing the forest estate, sustainably supplying timber and sustainably growing our business. Sustainable Timber Tasmania is proud to be a recognised as a Tasmanian Employer of Choice. Our people are key to the success of the business and we invest in the development of a flexible, diverse, supportive and inspiring workplace.

ORGANISATIONAL CONTEXT

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

POSITION PURPOSE

Responsible for the effective internal and external communication, development of high quality Ministerial and government briefing material and provision of strategic stakeholder management advice and support to the organisation.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10424	Communications Manager	None	Hobart

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2018
------------------------------	---

Broadband Classification	E
---------------------------------	---

POSITION ACCOUNTABILITIES

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

- Manage the development and delivery of high quality and accurate briefing, correspondence, reporting and other written material for Ministers, the Government and Parliament within designated timeframes
- Develop and deliver strategies to effectively engage with stakeholders, foster relationships and maintain partnerships
- Identify and manage responses to emerging stakeholder matters to reach resolution, preserve relationships, and minimise potential adverse reputational or operational implications
- Provide advice in the development of products by other parts of the organisation to achieve and maintain effective timely internal communication on important issues
- Provide strategic stakeholder management advice and support to the broader organisation
- Act in the role of Communications Manager as required to maintain the continuity of the work and leadership

Key Communications

- Government and external stakeholders and networks
- Communications Manager, Senior Managers

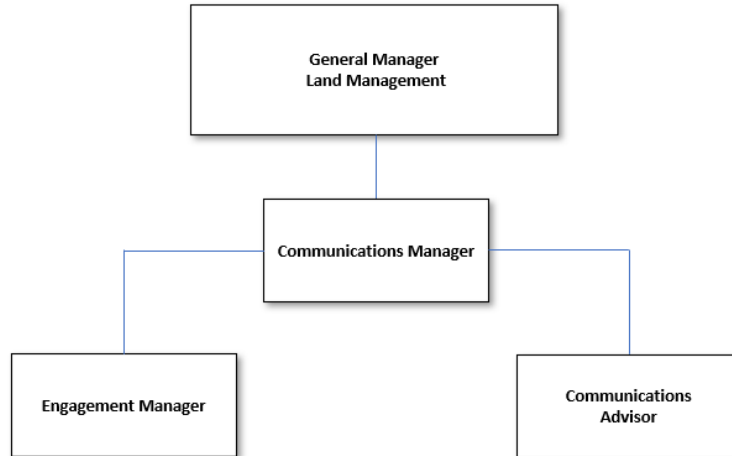
QUALIFICATIONS, SKILLS, ABILITIES AND EXPERIENCE

- Tertiary qualification in Communications/ Journalism or equivalent or demonstrated experience in a similar position
- Demonstrated experience in high level government and/or corporate briefing and liaison
- Advanced written and verbal communication skills
- Demonstrated experience and skill in stakeholder engagement
- Ability to react effectively to and efficiently 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

CAPABILITIES – KNOWLEDGE SPECIALIST (see Capabilities Framework for more detail)

Leads Business	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Managing Priorities and Workflow	Defining work priorities, actions plans and resources to facilitate the efficient delivery of work.
	Decision Making	Applying a systematic process for evaluating and selecting the most appropriate course of action given available information.
Leads People	Informal Coaching	Provides guidance and shares knowledge, approaches and information to build knowledge and skills to achieve work objectives.
Engages Others	Building Partnerships	Proactively builds and maintains collaborative business relationships with people inside and outside (if relevant) of STT to facilitate the effective delivery of business goals.
	Influencing Others	Formulates a persuasive argument to build commitment to an agenda or influence others' commitment to a course of action or plan.
	Building Customer Commitment	Takes responsibility for customer satisfaction and building sustainable customer relationships by delivering quality outcomes and resolving issues that arise.
Leads Self	Courage	Proactively confronts difficult situations, takes definitive actions to protect the interest of others, their team and the organisation.
	Adapt and Respond to Change	Adapts to changing requirements, accepts new ways of working with positivity and aligns behaviours to support change.
	Action Orientation	Takes independent, prompt action to overcome barriers, respond to changing circumstances and deliver positive outcomes.
	Quality Orientation	Produces work output with a high degree of accuracy, identifying and correcting errors or mistakes before delivering final work product.
Values	1. Respect – We create safe spaces	
	2. Responsibility – We take ownership	
	3. Growth – We create sustainable value	
	4. Excellence – We make it happen	
CHALLENGES		
<ul style="list-style-type: none"> ▪ Maintain and develop relationships for communications and stakeholder engagement that will enhance Sustainable Timber Tasmania's reputation in the community ▪ Navigate a challenging and changing political environment 		
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 ▪ Participate in the Performance Review and Development process ▪ Achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role ▪ Comply and adhere to the organisations 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 ▪ Adhere to duty of care responsibilities to yourself and others under health and safety legislation 		

Communications Group



I, _____ accept my role as stated in this Position Description.

Signed: _____ Date: _____