



POSITION DESCRIPTION

POSITION DETAILS

Title:	Communication Officer
Status:	Full time
Salary Classification:	Classification 4 - 5
Salary:	\$70,510 - \$85,098
Location:	Negotiable (Rockhampton, Gladstone, Theodore or Emerald)
Reports to:	Brand and Marketing Coordinator

About FBA

FBA works for our central Queensland community to grow a sustainable, productive and profitable Fitzroy region.

Initiated by a group of passionate community members over 27 years ago, Fitzroy Basin Association (FBA) is now central Queensland's leading Natural Resource Management (NRM) organisation. FBA works for and alongside our regional community to grow a sustainable, productive and profitable Fitzroy region. As central Queensland's leading NRM organisation, FBA is uniquely placed geographically, strategically and operationally to deliver priority environmental and agricultural outcomes. When it comes to the environment, landholders and our local community, FBA is best placed to lead and support projects that protect the future prosperity and resilience of our land and sea.



PURPOSE

We are the people shaping the environment of the future.



VISION

Healthy and resilient natural assets.



LEGACY

Inspired and empowered communities who value our natural assets.

FBA Goals

Lead - regional connection and collaboration

Leverage - knowledge, science and partnerships

Create - value through people and solutions

Purpose of the Position

The Communication Officer is responsible for communication content and product creation that connects FBA to its stakeholders, and promotes the services of FBA in a targeted, professional and credible manner.

Roles and Responsibilities

The Communication Officer will be responsible for:

- Producing engaging, timely and accessible communications that speak to the positive impact of FBA's work;
- Identifying and pursuing opportunities to tell the stories of FBA, our work, our people and our environment;
- Use media and partner networks to leverage these stories to achieve greater audience reach and recognition;
- Creating regular content for FBA's websites, e-newsletter and social media channels that encompasses the breadth of our work across the Fitzroy Region;

- Collaborating with staff to plan for and communicate the progress and outcomes of FBA's services, projects and programs;
- Guiding staff to contribute to FBA's social and digital platforms, creating a positive public profile for FBA;
- Supporting an organisation-wide collaborative approach to the exploration of new initiatives that align with and enable FBA to deliver on the FBA strategic plan and vision;
- Undertaking work in a manner that complies with FBA policies, procedures and values; and
- Supporting the corporate strategy and vision of FBA.

Key Performance Areas

Success is measured against key performance indicators in the areas of:

- FBA communication content and product creation and dissemination.
- FBA media (traditional, social, digital) monitoring and leveraging.
- Storytelling across diverse networks and platforms.
- 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 graphic design and associated software is desirable.

Other Requirements

- The Communication 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 Brand and Marketing 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 the Corporate Services Manager on 07 4999 2824 for more information on the position. Visit our web site at 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 (<http://www.fba.org.au/work-with-us/>) or by email to pamela.jeffery@fba.org.au. While 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. Demonstrated experience in 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.

Working at FBA

FBA has four offices located across the Fitzroy region and is fortunate to have a team of 40 employees. At FBA all our employees are valued, integral to the success of the organisation and encouraged to generate innovative ideas and suggestions that improve all aspects of our business. You will join a team of like-minded, enthusiastic people that are passionate about natural resource management. FBA applies a flexible approach to help staff achieve a work life balance. FBA is an equal opportunity employer. Our corporate values lay the foundation for FBA's success and are embodied by our team members to achieve our strategic goals.

