



## Senior Communications Specialist



<b>Level 6</b>	\$113,466 - \$125,004
<b>Agreement</b>	Governor's Establishment General Agreement 2020 (GESGA 2020)
<b>Contract Duration</b>	3 Year Contract with the possibility of an extension.

### About Us

The primary function of Governor's Establishment is to support the Governor of Western Australia to fulfil his mission through the provision of exceptional professional services to the Governor and his family.

The office manages the Governor's program of engagement and also works to maintain Government House as a significant cultural heritage asset for the community of Western Australia.

Our Vision is to promote and encourage community well-being through both the Governor's role and the enhanced utilisation of the House. We aim to showcase Western Australia for all its attributes, capabilities and achievements.

### About the Role

Reporting to the Strategic Program Support Manager, the Senior Communications Specialist (SCS) is responsible for developing all official communications material in support of the Governor's program and the Office of the Governor, including developing and maintaining a Communications Strategy and External Communications Action Plan.

The role is responsible for general communications tasks, media relations management, speech and content writing and development, brand management and ensuring the right systems, policies and standard operating procedures are in place to support the function. The role also undertakes high-level research and analysis in line with the Governor's strategic priority areas and is required at times to travel with the Governor within the metropolitan area and the wider regions.

### What do you do?

- Provide strategic professional communications and media support and advice.
- Research and analyse subjects and issues of strategic interest to the Governor to assist in shaping the Governor's Program.
- Write, edit and review material including speeches, official messages, factsheets, media releases, online content design and development, Annual Reports and other Community Access communications.
- Updating and monitoring the Governor and Government House social media accounts
- Develop, deliver and evaluate communications initiatives, plans and campaigns.
- Media monitoring and point of contact for media engagement.
- Brand management.
- Build effective relationships across to influence outcomes and support delivery of outputs that meet the needs of the Governor.
- Work independently on projects, with limited direction within established priorities, practices, and processes to deliver quality outcomes.

- Other duties as required.

### **About you**

To be successful in this role you will also be an exceptional communicator on all levels, possess excellent organisational skills and have a strong work ethic to thrive in this fast-paced environment. You will have strong diplomatic, influencing and persuasive skills, with proven ability to build trust and rapport with a diverse range of people. In addition, we are looking for someone with:

- Similar experience in a communications, media or public relations role.
- Strong research, writing, editing and proofreading skills.
- Experience in the use of digital platforms and social media.
- Experience developing and implementing communication plans and media strategies.
- Website content management (WordPress) and digital communications content development experience.
- Proven ability to work independently, meet deadlines and perform in high-pressure situations.
- Ability to work outside of ordinary hours aligned to the Governor's program of events.

### **How to apply**

Your application should include a covering letter addressing the selection criteria outlined above.

Please send your application to [corporateservices@govhouse.wa.gov.au](mailto:corporateservices@govhouse.wa.gov.au)

### **Pre-Employment Requirements**

- Australian citizenship or permanent residency status is an essential requirement for applicants to be considered for these roles.
- A Police Clearance will be conducted prior to the appointment of the successful candidate.

Applications close **Sunday, 13 November 2022.**

Please note the screening and shortlisting process may commence immediately and leading candidates may be contacted before the due date for applications. An offer may be made to a suitable candidate at any stage of the recruitment process.

A skills assessment will form part of the recruitment process for this position.

Recruitment Consultancies are respectfully requested not to submit applications for this role.