
POSITION	Community Education and Engagement Officer (Maternity Relief)
EMPLOYMENT STATUS	Part-Time Term Contract
CLASSIFICATION	S17 to S24
EMPLOYMENT CONDITIONS	Goldenfields Water County Council Enterprise Award 2023
SECTION	General Manager's Office
LOCATION	Temora
REPORTS TO	General Manager

To achieve the mission and vision of Goldenfields Water, Council and its employees have a core set of corporate values. These values benchmark the expected standards of behaviour and underpin and guide our everyday decision making and activities. Our corporate values are:

INTEGRITY TRUST RESPECT TEAMWORK CONTINUOUS IMPROVEMENT

KEY DUTIES AND KEY RESULT AREAS

Key duties include, but are not limited to:

- Coordinate the community engagement, including strategic and operational communications.
- Build and maintain effective relationships with key internal and external stakeholders within our constituent communities such as schools, community organisations, businesses, local Councils and other government authorities.
- Manage and create valuable and engaging content for Goldenfields Water's social media platforms including Facebook, Twitter and Instagram.
- Facilitate customer surveys to engage communities in the medium and long term decision making of Goldenfields Water.
- Model and demonstrate a range of IAP2 engagement practices to build capacity and proficiency in Goldenfields Water's consultation, engagement and community education strategies.

CORPORATE REQUIREMENTS

- Implement work, health, safety and environmental policies and procedures to ensure commitment in promoting and practising work, health, safety and environment protection.
- Maintain awareness and compliance with Council's Code of Conduct and policies, including the EEO Policy, Anti-Bullying and Harassment Policy, and relevant risk management protocols.
- Willingness to undertake and commitment to continuous improvement.
- Work flexibility to meet the demands of the organisation.
- Contribute to the creation of a high performance culture where accountability, innovation, change and excellence in service delivery are valued.
- Adhere to corporate record keeping requirements.

INFORMATION MANAGEMENT

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

KEY SELECTION CRITERIA

ESSENTIAL CRITERIA

- Degree in Communications and/or Marketing or related discipline and/or equivalent tertiary qualifications and/or relevant experience.
- Demonstrated ability in building online communities and championing effective engagement across various social media platforms.
- Demonstrated ability building and maintaining relationships with key internal and external stakeholders.
- Demonstrated ability to work with diverse community groups, agencies and individuals, and within different geographical settings.
- Demonstrated experience in the development of a range of corporate communication functions including producing media releases, promotional material, community engagement plans and conducting community engagement sessions.
- Proven (excellent) written and verbal communication skills and an ability to work with the Board, General Manager and community.
- Demonstrated understanding of and commitment to EEO and WHS principles and practices;
- Current NSW Class C Licence.

DESIRABLE CRITERIA

- Demonstrated understanding of local government responsibilities and processes.