

Directorate:	Office of the CEO	Department:	Communications		
Position Grade:	Grade 10	Reports to:	Manager Communications		
Last review:	March 2019	Next review:	March 2021	Version No.:	2.0

Position purpose:

To provide and maintain high quality administrative assistance, and operational and communications support to ensure maximum positive exposure for key Council activities and programs.

Key accountabilities/responsibilities:

Responsible for:

- 1) Sound time management and organisational skills with demonstrated experience in managing competing priorities levels and volumes of work
- 2) The provision of effective administration and record keeping systems and procedures to support the efficient work of the Communications Unit
- 3) Providing Web support – upload media releases and communications related information as required.
- 4) Advertising – assist with the preparation and lodgement of Liverpool Council's weekly advertisements and liaise with the various newspapers and media outlets
- 5) Generate weekly mayoral media report using media reporting software
- 6) Provide assistance to members of the communications team and liaison with internal sections of Council regarding communications
- 7) Creation of purchase requisitions and processing of purchase orders
- 8) Assist the Communications team where possible with social media, communications projects;
- 9) Other tasks as directed by the Communications Manager.

Decisions made in the position:

- 1) This position has no formal delegation authority

Decisions referred:

- 1) All financial and budgetary decisions to be referred to the Manager Communications

Key issues/challenges:

- 1) High volume, fast-paced environment
- 2) Competing and shifting priorities and multiple client demands
- 3) Work across teams within Council and with external stakeholders/suppliers to help create and maintain an enthusiastic and cohesive team approach within the department
- 4) Manage sensitive information and resolve conflict with integrity and due confidentiality

POSITION DESCRIPTION

Communications Assistant
(POS1956)

Key working relationships:

- | | |
|--|---|
| <ul style="list-style-type: none">• Communications Team• Finance• IT Service | <ul style="list-style-type: none">• Internal stakeholders within Council• Procurement• Local newspapers and media outlets |
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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA**Qualifications/Licences**

- Experience or bachelor's degree in marketing, public relations, communications or related field
- Current class C Drivers Licence

Experience

- Experience working in a communications role using a wide range of communications tools that include; web, advertising, copy writing and social media.
- Experience working independently and in a multi-disciplined team environment.
- Demonstrated experience in liaising with a wide range of internal and external suppliers to assist in the delivery of communications projects and campaigns.
- Ability to prioritise workload and manage competing priorities.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Excellent communication skills –verbal and written.
- Problem solving and conflict resolution abilities.
- A willingness to undertake continuing professional development as appropriate.
- Strong organisational and project management skills.

DESIRABLE CRITERIA**Qualifications/Licences/Experience/Knowledge and Skills**

- Knowledge of Local Government.
- Experience in utilising systems such as Pathway, Trim/HPE Content and TechOne.
- Experience in using video editing software and excel.
- Demonstrated ability to have a creative and positive approach to processes and any reviews that may be undertaken.
- Ability to liaise effectively at both formal and informal levels.
- Strong customer service focus.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous