



## Tasmanian Aboriginal Centre Position Description

<b>Position Title:</b> Communications Officer	<b>Section:</b> Administration
<b>Location:</b> Statewide	<b>Reviewed Date:</b> May 2025
<b>Industrial Instrument:</b> Tasmanian Aboriginal Centre Enterprise Agreement 2025	<b>Classification Level:</b> 6 - 8
	<b>Position Status:</b> Permanent
<b>Position Type:</b> Permanent full or part time	<b>Hours per Fortnight:</b> up to 36.25hrs
<b>Reports to:</b> CEO	
<b>Positions reporting to this position:</b> Part time digital comms officer	

### Purpose of Position:

This role supports and implements the TAC's communication functions through management of its online communication platforms, and production of materials to inform the Aboriginal community and others of the views and happenings at TAC statewide.

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### Key Relationships & Interactions:

- TAC Staff
- Program Managers

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### Key Responsibility Areas:

- Manage the TAC's online platforms, including website, intranet, and social media platforms.
- Design and develop content for all forms of media, including digital.
- Develop and manage a content schedule for various media platforms.
- Support the development of offline media materials such as brochures, banners, and other print materials, providing guidance on branding and template use where required.
- Draft and proof read written materials in all forms including press releases, program and organisational reports and publications, and other materials.

- Assist with the preparation, coordination, and delivery of TAC events, including attendance to support community engagement and ensure seamless integration into digital and other communications.
- Maintain a content calendar that aligns with TAC initiatives, campaigns, and community needs.
- Ensure community and other communications lists remain relevant and up to date.
- Provide administrative and creative support to ensure cohesive and high-quality branding across all communications.
- Oversee the moderation of TAC social media channels to ensure appropriate engagement and timely responses.

### **Working collaboratively with colleagues:**

- Participate as an active and contributing member of the TAC team to enhance team operations and achieve goals.
- Communicate effectively with colleagues, clients and professionals.
- Participate in and demonstrate commitment to the TAC's Workplace Health and Safety (WHS) system and Continuous Quality Improvement (CQI) initiatives.
- Undertake duties and tasks within the individual's scope of practice.

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### **Expected Behaviours and Personal Attributes:**

- Work in scope of practice to discharge duty of care in accordance with all relevant legislation, common law and organisational policy and procedures.
- Excellent interpersonal and communication skills.
- Be well-presented, friendly and courteous.
- Undertake all duties in a diligent manner, with honesty and integrity.
- Maintain absolute confidentiality regarding client information.
- Demonstrated ability to work accurately.
- Demonstrated ability to work cooperatively and independently.
- Demonstrated ability to prioritise and organise.
- Demonstrated commitment to ongoing professional development and maintain registration of appropriate qualification.
- Demonstrated commitment to Aboriginal self-determination and support for Aboriginal culture being embedded in all programs.

### **Competency, Skills, Knowledge and Experience Requirements**

#### **Essential:**

- Demonstrated experience in sensitively and efficiently handling enquiries from a range of stakeholders
- Demonstrated experience in writing, editing, and producing creative web and social media content
- Demonstrated experience with WordPress (or equivalent) and image editing software

- Demonstrated experience with HTML
- Experience with Microsoft Office suite of products, ideally 365, SharePoint and Teams
- Proven high degree of competence in producing a range of materials for different audiences.

## **Selection Criteria (skills, knowledge, experience)**

### **Essential:**

- Demonstrated ability to work in a team environment and to engage effectively with a range of stakeholders
- Proficiency in the use of publishing software, e.g. Adobe Creative Cloud platforms – InDesign, Photoshop, PremierPro (video editing)
- Demonstrated time management skills, including the ability to prioritise and manage workloads
- Willingness to work as part of a team
- Understanding of work health and safety requirements
- Understanding of Aboriginal culture and the challenges faced by Aboriginal and Torres Strait Islander people.
- A portfolio of written materials produced for various audiences.
- Demonstrated ability to work, and build rapport, with Aboriginal and Torres Strait Islander people.
- An understanding of Aboriginal community control in practice.

### **Desirable:**

- Post-secondary qualifications in communications and/or publishing software/technology related fields.

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## **Pre-employment Conditions:**

Evidence of the following must be provided before appointment to the position:

1. COVID vaccination certification
2. Working with Vulnerable People registration
3. National police check

### **Pre-employment Checks:**

The Tasmanian Aboriginal Centre has determined that the person nominated for this job is to satisfy pre-employment checks before taking up the appointment. These may include:

1. Conviction checks in the following areas:
  - a. Crimes of violence
  - b. Sex Related offences
  - c. Serious drug offences
  - d. Crimes involving dishonesty
2. Education and Care/Child Care Safety Screening
3. Identification check

4. Medical examination to certify ability to undertake tasks required for this position.

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Position Description approved:

CEO's

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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This position description describes the duties and responsibilities of my position. I understand my responsibilities and am committed to carrying them out in line with the TAC's values, policies and procedures, and legislative requirements.

In addition, the Tasmanian Aboriginal Centre Inc. considers it everyone's responsibility to respect and maintain the confidentiality of clients, staff and the organisation's business.

As an employee, I acknowledge that I may have access to information that is confidential to the Tasmanian Aboriginal Centre Inc., its clients and staff.

I agree to be bound by the terms and conditions of the TAC's Confidentiality Policy and acknowledge that retrieving and/or discussing confidential information for any purpose other than required by my job responsibilities is prohibited.

EMPLOYEE'S NAME \_\_\_\_\_  
AND

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MANAGER'S

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_