

ROLE DESCRIPTION

ROLE TITLE: Events and Communications Officer

CLASSIFICATION: ASO5

ROLE NUMBER: P66365

AGENCY: [Department of the Premier and Cabinet](#)

DIVISION: Lot Fourteen

BUSINESS UNIT: The Circle - First Nations Entrepreneur Hub

REPORTS TO: Manager, The Circle

ROLES REPORTING TO THIS ROLE: Nil

BUDGET: Nil

ROLE PURPOSE:

Reporting to the Manager, the Events and Communications Officer will be responsible for planning, coordinating and delivering communication and engagement activities that support The Circle's strategic objectives. The role will lead the development and implementation The Circle's Communications Plan and create high quality content for The Circle's range of communication and media channels.

Working collaboratively with colleagues across the Lot Fourteen team and external stakeholders, the Events and Communications Officer will source, develop and publish content for The Circle's digital and communication platforms, including the website, LinkedIn, newsletters, fact sheets and promotional materials, ensuring brand consistency and best-practice communication standards.

The role will also coordinate and deliver a program of events, including The Circle's flagship First Nations Business Showcase, business development initiatives and regional engagement activities.

KEY OUTCOMES OF ROLE:

1. Lead the development, implementation and evaluation of The Circle's Communications across multiple media channels including LinkedIn, website and newsletter to support delivery of the Engagement Strategy.
2. Lead the development, delivery and promotion of The Circle's events program, including planning, sponsorship and delivery of the First Nations Business Showcase, evaluating effectiveness against agreed outcomes.
3. Establish and maintain effective working relationships with industry partners, businesses and stakeholders to enable the development and delivery of events, trainings and engagement opportunities tailored to meet the needs of The Circle's members.
4. Manage The Circle's website, social media channels and newsletter, including liaising with service providers, maintaining brand consistency across platforms, and identifying and promoting opportunities and supports available to members across the small business and Aboriginal business sectors to enhance member engagement and value.
5. Coordinate and deliver high quality and relevant content across The Circle's communication channels, including creation, scheduling, monitoring, community engagement and maintaining an event calendar.
6. Support, enhance and maximise opportunities for member and stakeholder engagement including the use of digital tools for surveys and other feedback channels.
7. Work in partnership with Lot Fourteen communications team to contribute to the promotion of news coming from The Circle.
8. Provide professional concierge support to The Circle's members and guests, delivering high-quality customer service, responding to enquiries and facilitating a welcoming and positive member experience.
9. Support continuous improvement initiatives by identifying innovative opportunities, reviewing existing practices, and developing or updating processes and resources to improve events, media and communication channels.
10. Prepare high-quality briefings, reports and strategic documentation as required and support across the broader team to contribute to the achievement of organisational objectives and service delivery outcomes.

KEY RELATIONSHIPS / INTERACTIONS:

- Director, Projects and Programs
 - Manager, The Circle
 - Lot Fourteen Strategic Communications team
 - Across government social media teams
 - External strategic partners and key stakeholders including Commonwealth agencies, universities, research organisations, industry associations and private sector companies.
-

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
 - This role requires (please select those relevant for the role):
 - ☒ National Police Check (required for all roles)
 - ☒ Working with Children Check
 - ☐ Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
 - The Incumbent will be required to participate in the department's Performance Management Program.
 - The Incumbent may be assigned to another position at this remuneration level or equivalent.
 - Some out of hours work may be required.
 - Some travel intrastate will be required.
-

KEY SELECTION CRITERIA:

- A degree in communications or related field, and/or equivalent experience.
- Demonstrated experience in planning and delivering a range of corporate events, including seeking sponsorships for events and other engagement opportunities from industry partners and stakeholders.
- Proven experience in developing and delivering a communications strategy and corporate branding.
- Ability to write engaging, scroll-stopping content for newsletters and social media in line with social media strategies and branding.
- Proven ability to apply creative thinking and work collaboratively with team members to deliver high quality and engaging content.
- Experience using social media management tools, video and graphic design software, such as Canva and/or Adobe, is desirable.
- Highly organised with strong attention to detail and high-level written and verbal communication skills including experience in writing and editing for the web, analysis and improvement of the quality of online content, preparing professional correspondence, recommendations, and reports.
- Strong interpersonal skills and a collaborative approach in working with stakeholders demonstrating cultural competency and safety.
- Ability to operate effectively and independently in a fast-paced team environment with competing priorities and tight deadlines.

SOUTH AUSTRALIAN PUBLIC SECTOR PURPOSE

- Making a difference so South Australia thrives

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Holds Big Picture View at Local and Individual Level

- ☒ Sees the big picture and understands how their work contributes to the strategic direction
- ☒ Understands and supports organisational goals and business objectives
- ☒ Responds in a positive and flexible manner to change and uncertainty
- ☒ Identifies, defines and solves problems that may impact on own work objectives
- ☒ Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes

Achieves Results

- ☒ Understands individual and team capabilities and makes effective use of own capabilities
- ☒ Takes into account the associated advantages and disadvantages of a range of options to deliver the best results
- ☒ Understands how work practices are governed by Public Sector legislation, regulations and policies
- ☒ Sees work tasks through to completion with agreed timeframes to achieve quality outcomes
- ☒ Applies specialist expertise of self and others to achieve business outcomes

Promotes Business Excellence

- ☒ Provides support to implement new innovative initiatives and promotes change
- ☒ Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment
- ☐ Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards
- ☒ Promotes a strong customer service culture by understanding needs
- ☐ Assists and supports financial monitoring, procurement and contract procedures

Builds Positive Working Relationships

- ☒ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- ☐ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- ☒ Works collaboratively and shares information with own team and seeks input from others
- ☒ Builds and sustains positive relationships with team members, stakeholders and clients
- ☒ Confidently communicates messages in a clear and concise manner using appropriate language

Displays Personal Drive and Professionalism

- ☒ Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- ☒ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- ☒ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- ☒ Self-evaluates performance & seeks feedback from others. Recognises how behaviour impacts on others
- ☒ Committed to self-development
- ☒ Contributes to a culture that values and respects diversity and models this in all interactions
- ☒ Ensures standards for the safety and wellbeing of self and others are maintained