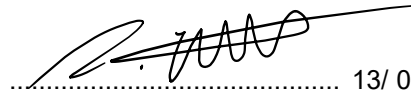


Job and Person Specification

Title of Role:	Communications Officer	Remuneration Level:	ASO4
Section:	Communications	Type of Appointment:	Term (2 years)
Business Unit:	SafeWork SA	Position Number:	P69512

Job and Person Specification Approval


..... 13/ 08 /2026
DELEGATE

SafeWork SA

SafeWork SA (SWSA) is responsible for providing work, health and safety, public safety and state-based industrial relations services across South Australia. As a regulator, Investigators and Inspectors ensure work, health and safety, and public safety standards are met, and appropriate action is taken when breaches of laws are detected.

SafeWork SA Values

- Professionalism
- Respect
- Integrity
- Service

Primary Purpose

The Communications Officer provides communications, event and sponsorship coordination, and community engagement support to operational programs and initiatives across SafeWork SA. The role contributes to the delivery of internal and external communications, stakeholder engagement activities and events, ensuring outputs are accurate, timely and aligned with agency objectives and branding requirements.

Reporting Relationships

Reports to the Team Leader, Communications



Key Relationships/Interactions

- Communications team
- SafeWork SA Executive
- SafeWork SA Managers and Team Leaders
- SafeWork SA employees
- Attorney Generals Department
- Ministerial Offices (media)
- Various stakeholders, including industry associations, unions and worker representatives.
- Department of Premier and Cabinet's Government Communications Unit
- Suppliers, including, graphic designers, media production agencies and communications support services.
- Other government agencies and statutory authorities (state and national)

Key Challenges

- Effectively managing multiple competing priorities in a fast-paced environment.
- Consistently exercising sound judgement and decision-making.
- Maintaining a high standard of quality and accuracy in all work.

Special Employment Conditions (If required)

- Engagement in this role is subject to a satisfactory Department of Human Services General Employment Probity Check. A renewal will be required every three years.
- Engagement in this role is subject to a satisfactory police clearance.
- Out of hours work may be required.
- Some intra/interstate travel may be required.
- A current driver's licence is required.

AGD Conditions

- Participation in bi-annual Performance Management Program.
- Actively participate in all mandatory training requirements.
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.



Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include,

- Flexitime
- Part time
- Job Sharing
- Compressed Hours
- Work from home or telework arrangements.
- Remote working arrangements

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Communications Officer is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/ Measurement
Communications advice and delivery	• Coordinate and implement internal and external communications plans. • Prepare and distribute communications materials, including newsletters and event collateral. • Draft, edit and publish content for web, social media and internal communications. • Where required, provide support to SafeWork SA's media management activities.	• Communications products are accurate, clear and meets agreed deadlines. • Work is planned and undertaken in an efficient manner. • Work output is of the highest order, representing and maintaining SafeWork SA's brand standards and reputation.
Event management coordination	• Coordinate and deliver internal and external events such as the Health and Safety Representative (HSR) Forum and the Executive Forum. • Coordinate logistics, including venues, registrations, suppliers and communications collateral. • Liaise with stakeholders to support delivery.	• Events are planned, coordinated and completed successfully. • Work is delivered on time and within scope. • Stakeholder requirements are understood and met. • Outputs reflect SafeWork SA standards and reputation



Community engagement	• Support the delivery of community initiatives such as the Augusta Zadow Awards. • Assist in the preparation and delivery of the Industry Partnership Program. • Support the communications and marketing component of expos and field days. • Assist with onsite stakeholder engagement and promotion where required. • Coordinate materials and displays, and ensure branding, collateral and messaging are appropriate.	• Activities are delivered effectively and in a timely manner. • Communications materials, branding and messaging are accurate, consistent and reflect the standards of SafeWork SA. • Stakeholder engagement is professional and responsive. • Effective working relationships are maintained.
Sponsorship coordination	• Administer sponsorship processes including applications, approvals and notifications. • Maintain records and documentation. • Liaise with successful applicants to ensure agreements are delivered.	• Processes are followed accurately and consistently. • Records are maintained and up to date. • Tasks are completed within required timeframes.
Continuous improvement	• Identify and implement improvement initiatives and changes to processes and workflows. • Maintain awareness of emerging trends, tools and technologies. • Contribute to Communications team planning and project delivery. • Any other tasks as directed.	• Continuous improvement opportunities are identified and implemented. • Production processes are efficient and up to date. • Demonstrated involvement with Communications team planning and delivery.
Contribute to Culture	• Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. • Contributing to the promotion and implementation of Public Sector Principles and Practices and in particular Equal Opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.	• Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered. • Respectful behaviour observed when faced with diversity/differences in opinion. • Individual differences are encouraged and accommodated in the workplace.



Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	• Experience coordinating and delivering events and providing communications support, including organising logistics, materials and displays, dealing with suppliers and ensure branding and messaging are appropriate. • Experience in drafting, editing and publishing content for the web, social media and internal communications, including newsletters and event collateral. • Demonstrated ability to prepare clear and accurate communication plans and materials. • Demonstrated ability to adapt style and approach to confidently engage with stakeholders and provide responsive communications support. • Sound knowledge of event management practices, and proficiency in using Microsoft Office, Adobe package and Campaign Monitor. • Knowledge of agency structure and/or functions including services delivered. • Attention to detail and ability to follow processes and procedures. • Proven ability to operate under limited direction, plan and organise workloads under pressure, manage competing priorities, meet deadlines and deliver quality outcomes. • Well-developed interpersonal, written and verbal communication skills, with the ability to build and maintain strong working relationships with stakeholders. • Demonstrates a flexible outlook and approach showing drive and creative thinking. • Ability to work collaboratively in a team environment and contribute to achieving team goals.
Technical Expertise (Desirable)	• Tertiary qualifications in communications, public relations or related discipline. • Experience using social media and content management systems. • Experience working in government, a regulatory environment or large organisation. • An understanding of the legislative requirements of the <i>Work Health and Safety Act 2012</i>.



Behavioural Capabilities

The Performance Matrix describes the behaviours expected of SWSA employees across various levels in the Department.

Descriptors below detail the behavioural capabilities required for performance in the. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism



Element	Behaviours
Understands the Strategic Direction (Foundational)	- Knows how own work contributes to goals and plans Recognises how own work impacts on others - Identifies risks within own work practices Contributes to business planning Is flexible to changing priorities - Is open to change and new approaches
Achieves and Monitors Own Results (Operational)	- Sets and communicates clear expectations around quality of work and timeframes - Monitors progress towards achieving outcomes Takes responsibility for the delivery of quality and timely results - Critically evaluates issues and ensures solutions are practical and achievable Prioritises workload effectively and negotiates deadlines where appropriate - Measures performance and acts on opportunities for continuous improvement
Contributes to Service Delivery Excellence (Foundational)	- Shares awareness of potential problems and opportunities - Shares capability and expertise to achieve outcomes Delivers high quality internal and external customer service - Accesses appropriate resources to achieve outcomes. - Participates in a culture of financial responsibility, accountability and awareness - Adheres to performance requirements to achieve work outcomes. - Effectively manages their own performance positively contributing to team performance - Provides clear, honest and timely feedback to others - Seeks guidance/advice from others where necessary
Maintains Working Relationships (Foundational)	- Seeks ways to resolve conflict and escalates when appropriate - Actively seeks relevant information and views from others - Develops effective working relationships - Shares information and knowledge seeking approval where necessary Is aware of the situation and audience in work environment Works cooperatively with others to achieve work outcomes - Listens attentively and communicates clearly
Demonstrates Personal Drive and Professionalism (Foundational)	- Contributes to a culture of respect and high ethical standards - Respects diversity - Appropriately expresses own views and is respectful of the views of others - Identifies risks and takes appropriate action Maintains strict confidentiality of information - Remains positive and recovers quickly from setbacks - Accepts change constructively - Pro-actively seeks to develop skills and knowledge Receptive to feedback and uses to improve performance - Looks after own wellbeing and raises concerns where necessary

Acknowledged by
occupant

..... / /
(Print name) (Signature)

Acknowledged by
line manager

..... / /
(Print name) (Signature & title)

