

Position Description		
Position Title: Project Communications Liaison	Location: Launceston	Water Award Classification: Level 6
Reports To: GM PDD	Direct Reports: Nil	
Primary Objective		
To provide project managers and PDD team communication support to ensure for effective management and consistent delivery of messaging for TI projects.		
Key Roles and Responsibilities		
<ul style="list-style-type: none"> • Prepare project communications, such as newsletters, presentations and the like, with the input and guidance of content provided by the Project Managers – ensuring accuracy and professional presentation. • Provide advice to PDD and to CEO and SLT (if requested) on messaging for internal communications to continue embedding consistent messaging to staff in an effort to reduce confusion and misunderstanding in our communications. • Assist Project Managers in developing stakeholder engagement and communications plans for their respective projects. • Design, lead, and support communications campaigns in concert with the Project Manager. • Provide support to the Procurement Lead in developing stakeholder engagement and communications activities that will assist in embedding a more procurement focused organisation. • Educate and coach employees on the importance of managing stakeholders (internally and externally) through the utilisation of communication messaging and influencing. • Provide external communications contractors relevant, factual and updated project information for publications to support a consistent message to our stakeholders. • Manage the Build Project websites to ensure content is kept updated. • Assess impact of internal communication priorities. • Operate with a high degree of initiative in a dynamic work environment. 		
Workplace Health & Safety		
<ul style="list-style-type: none"> • Be responsible for own health and safety (including mental health) and the health and safety of others. • Actively promote workplace health and safety • Understand and deliver on workplace health and safety responsibilities, and follow and enforce procedures for reporting hazards, incidents and injuries in line with company and certification requirements • Be aware of and promote fire and emergency procedures • Ensure all workplace health and safety related policies and procedures are always upheld, and abide by all workplace health and safety directives, including complying with safe work practices including utilisation of personal protective equipment and clothing. 		
Organisational Environment		
<ul style="list-style-type: none"> • Work with all employees to proactively maintain a positive, enduring culture and work environment • Act with integrity and fairness in dealings with internal and external stakeholders • Work efficiently under pressure with multiple priorities • Ensure all work carried out retains its simplicity while being of the highest standard • Adhere to TI instructions, policies, and procedures to ensure safe and correct working practices whilst still achieving required results. 		

Skills and Competencies / Selection Criteria	
Essential	Desirable
Significant experience in designing and developing communication materials for corporate or business specific use with demonstrated high levels of attention to detail.	Relevant vocational or tertiary qualifications in relevant discipline – e.g., Certificate IV in Business
Experience in event planning, including design and preparation of correspondence, storyboards, communication documentation (e.g., posters, fact sheets, newsletters)	Previous experience providing high level administrative support for projects.
Demonstrated high level proficiency in Microsoft Office suite software applications and other contemporary office technology.	Relevant industry experience
Demonstrated ability to communicate professionally and effectively with internal and external stakeholders and provide information and support within established guidelines and timeframes	
Ability to work independently, show initiative and competently handle competing priorities.	Experience with financial, procurement and project reporting software applications
TI Capability Level 6 Communicates with Influence Cultivates Productive Working relationships Shapes Strategic Thinking Exemplifies Personal Drive and Integrity Achieves Results	
Physical Requirements	
This role is office based & remotely (in align with Covid-safe measures). Access to office via stairs. Lift access	
Key Working Relationships	
<p>Internally this position works mainly with:</p> <ul style="list-style-type: none"> • Project Manager(s) and Program Development and Delivery team • Technical Support Services team • Environmental, Health and Safety team • Commercial Services (Project Accountant; Water Trading Administrator) • Water Delivery team <p>Externally key working relationships are with:</p> <ul style="list-style-type: none"> • Landholders • Contractors • Consultants • Suppliers and service providers 	

Performance Criteria

TI Capability Level 6

Communicates with Influence
Cultivates Productive Working relationships
Shapes Strategic Thinking
Exemplifies Personal Drive and Integrity
Achieves Results

Verification:

We certify that the content of this position description is accurate:

Position Holder: _____ / /

CEO : _____ / /

TI capabilities at level 6

Communicates with Influence	Cultivates Productive Working Relationships	Shapes Strategic Thinking	Exemplifies personal drive and integrity	Achieves Results
<ul style="list-style-type: none"> •Communicates clearly, listens •Understands and Adapts to Audience •Negotiates Persuasively 	<ul style="list-style-type: none"> •Nurtures Internal and External Relationships •Facilitates Cooperation and Partnerships •Values Individual Differences and Diversity •Guides, Mentors and Develops People 	<ul style="list-style-type: none"> •Inspires a sense of purpose and direction •Focuses strategically •Harnesses Information and Opportunities •Shows Judgement, Intelligence and Common Sense 	<ul style="list-style-type: none"> •Demonstrates professionalism and probity. •Engages with risk and shows personal courage, commits to action, •Displays resilience and adaptability •Demonstrates self-awareness and commitment to personal development. 	<ul style="list-style-type: none"> •Builds Organisational Capability and responsiveness •Harnesses professional Expertise •Steers and Implements Change and Deals with Uncertainty •Ensure Closure and Delivers on Intended Results.
Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors
<ul style="list-style-type: none"> •Listens actively to ensure views and information are properly exchanged. •Keeps people up to date and fully informed of any changes to the original communication or plan. •Uses and adapts style to the needs of the audience. •Establishes credibility and approaches negotiations persuasively. •Offers convincing rationale which has been thought through in advance and carefully positioned with reference to desired TI outcomes as outlined in contracts or service goals. •Allows for genuine contest of ideas and pulls disparate views into a coherent position and finds common ground to facilitate agreement and acceptance of mutually beneficial solutions. 	<ul style="list-style-type: none"> •Nurtures internal and external relationships. •Responds to others in a respectful and appropriate manner. •Supports the development of a work environment where people work together and value collaboration and teamwork. •Supports and respects the individuality of others and recognises the benefits of diversity. •Seeks assistance when necessary and provides the same to others. •Recognises different skill areas and levels of expertise. •Works effectively across and throughout TI, sharing information to others as needed and required. •Models commitment to customer service and delivery. •Demonstrates strong interpersonal skills by encouraging and modelling 'team-player' behaviour, including a willingness to consult, engage and listen. 	<ul style="list-style-type: none"> •Contributes to, shapes the organisation's vision and goals. •Contributes to the team planning. •Thinks about problems from different perspectives. •Keeps abreast of technical changes relating to their functional area. •Critically evaluates information before applying intellect and experience to the final judgement. •Seeks to acquire appropriate expert knowledge and is open to new information and different perspectives. •Thinks through problems from various viewpoints and analyses them objectively. 	<ul style="list-style-type: none"> •Adheres to and promotes Tas Irrigation Values. •Takes responsibility for getting things done. •Shows strong commitment to continued learning and development and looks for opportunities to enhance own skills. •Willing to speak up about issues or recognise good work. •Prepared to ask for help. •Implements policies based on TI decisions. •Is independently minded and willing to challenge ideas and confront issues. •Is prepared to acknowledge when in the wrong. Readily invests extra effort and initiative into progressing work. 	<ul style="list-style-type: none"> •Works across the organisation to achieve agreed outcomes and results. •Takes advantage of information technology, share ideas and intentions. •Helps to establish systems and processes. •Values specialist/technical expertise and places emphasis upon creating an environment which facilitate the sharing and effective use of professional knowledge and skills. •Works across organisational boundaries.