



**UPPER LACHLAN SHIRE COUNCIL**  
Communications Officer  
Job Vacancy Information Package

Should you need to send in a hard copy application  
please send your application:

By MAIL: Chief Executive Officer  
Job Application – Manager Governance  
Upper Lachlan Shire Council  
PO Box 42  
GUNNING NSW 2581

By EMAIL: [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au)

# EMPLOYMENT APPLICATION PROCESS

Thank you for your interest in the **Communications Officer position** in the **Governance Directorate** with Council that was recently advertised.

Our preference is that applications are received electronically through the application portal by click on Apply now.

Alternately you can submit an application directly to council via email or post.

All applications must include:

**1. An Application Form (below or Online)**

Please complete all the details and provide a telephone number so that Council may contact you during working hours, should you be successful in gaining an interview.

**2. Resume**

Please attach a copy of your resume. The resume must contain your employment history including activities performed and any relevant qualifications.

**3. Cover Letter – Including a response to the Selection Criteria (Essential and Desirable)**

Your cover letter should contain your motivation for the application and a written response to the Selection Criteria (Essential and Desirable) as provided in the Position Description.

## **TRAINING / PROFESSIONAL DEVELOPMENT**

Applicants are encouraged to include training and education details in their resume with the application. **Do not attach any original documents, as they will not be returned.**

## **INTERVIEWS**

Interviews will held in the near future at the Upper Lachlan Council Chambers, Crookwell and applicants successful in obtaining an interview will be contacted by telephone.

Applicants unsuccessful in obtaining an interview will be advised in writing. Unsuccessful applicants are encouraged to seek constructive comment and feedback on why their application was unsuccessful.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Upper Lachlan Council is an Equal Employment Opportunity (EEO) employer and promotes a smoke free work environment.

## **FURTHER INFORMATION**

An information package, application form and further information are available by contacting Human Resources at [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au)

Previous applicants need not apply.

# JOB APPLICATION FORM

VACANCY: Communication Officer

## PERSONAL DETAILS

Prefix:	Mr	Mrs	Miss	Ms	Other
Surname:			Given Name:		
Address:					
Telephone:			Mobile:		
Email:					
Drivers Licence:	State:			Class:	

Do you hold full working rights in Australia? Yes No

Are you currently employed by Upper Lachlan Shire Council? Yes No

Have you ever lodged a Workers Compensation Claim? Yes No

Do you have any physical and/or mental conditions that may inhibit performance of your duties or affect your ability to work safely? Yes No

Are you willing to undergo a pre-employment medical assessment? Yes No

## EDUCATION

School/TAFE/University	Standard/Course	Yr. Completed

## TRAINING / PROFESSIONAL DEVELOPMENT COURSES

Course	Provider	Yr. Completed

## REFEREES

Referee Name	Relationship to you	Telephone

# Upper Lachlan Shire Council



<b>Position</b>	Communications Officer
<b>Reports to</b>	Chief Executive Officer
<b>Group</b>	Executive Officer
<b>Band/Level</b>	B3/L1
<b>Grade</b>	11
<b>Date revised</b>	2024

## Primary Purpose

To develop and deliver a range of media related activities and promote a positive image of Upper Lachlan Shire Council to residents, ratepayers and the wider community.

## Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

## Accountabilities

- Develop and deliver media and communication strategies to promote Council projects, activities, priorities and services to the community.
- Develop and maintain key business relationships with local media outlets, businesses and government departments to assist in the effective promotion of the region.
- Develop media releases, speeches and associated photographs, using established templates, in a timely manner.
- Develop, design and produce written material for newsletters, flyers, reports, information booklets, publications and digital assets.
- Facilitate a media presence at Council events and functions in accordance with approved strategies, plans and programs.
- Undertake research and prepare reports, plans and strategies in a timely manner.
- Provide accurate, timely, professional guidance and advice to the Manager, as required, with respect to matters likely to affect the delivery of services and functions managed by the department.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

**Key relationships**

Internal	External
Manex team	Media industry
Management team	Business and Community Leaders
Mayor	Government Agencies and Authorities

**Essential Criteria**

1. Degree in communication, public relations or a related discipline with contemporary experience in a similar role; or substantial contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Contemporary knowledge and demonstrated experience in managing a wide range of communication issues and effectively liaising with the media.
3. Contemporary demonstrated experience with a range of media including print, television, radio, social media, and knowledge of advertising, marketing and public relations principles.
4. Highly developed interpersonal skills including the ability to communicate with a range of stakeholders, both internal and external, build and maintain effective business relationships and work effectively within a political environment.
5. Proven ability to work productively as a member of a team and contribute to team goals.
6. Experience in social media management across different platforms
7. Solid knowledge of and experience using Microsoft Word, Excel and Outlook.
8. Current Class C Drivers Licence.

**Desirable Criteria**

1. Previous experience in a similar role within a government organisation (local, state or federal).
2. Experience managing Wordpress sites
3. Experience managing Sharepoint sites
4. Proficiency in digital creation tools
5. Experience in website management

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date