



Senior Media and Communications Officer - Office of the Governor of Tasmania

-  Hobart TAS, Australia
-  Full-time
-  \$125,536 – \$132,125 per year

The Office of the Governor of Tasmania supports the Governor in the execution of her official and constitutional duties; administers the Governor's program of ceremonial and community activities; and administers the Government House Estate.

About the Role

The Media and Communications Officer provides informed and timely strategic and practical advice on media and communications that will assist in the delivery of strategic communication objectives for the Office of the Governor (OOTG) in an environment of competing deadlines.

Primary Duties:

1. Lead the advancement of the OOTG strategic communication aims through both internal and external communications outputs, strategies, processes and channels, in alignment with the OOTG's strategic plan.
2. Engage with media representatives, establish rapport and maintain effective stakeholder relationships that support the desired strategic outcomes of the OOTG.
3. Deliver strategic decision-making and advice that is evidence based and utilises business information and analytics to inform activities and communication outcomes.
4. Write high quality speeches and information briefs for the Governor for a broad range of community and government engagements, and stakeholder events.
5. Provide photography and videography products when required, in addition to management of digital resources as necessary.
6. Develop and review a strategic communication plan that distils complex information into audience-appropriate communications and includes:

- ♦ Development of content for traditional, digital, and social media channels.
- ♦ Formulation and distribution of media releases and media advisories.
- ♦ Identification of opportunities to enhance OOTG's communications.

Highly Desirable Requirements

1. Relevant formal tertiary qualifications in Communications and/or three years professional experience.
2. Current driver's licence.
3. Working with vulnerable people check, or ability to obtain one.

For more information, please contact paula.chatwood@govhouse.tas.gov.au or telephone (03) 62342611.

Applications must include:

1. A brief covering letter including your name, address and telephone number.
2. A one to two-page document outlining your experience, skills, and knowledge as they relate to role.
3. A copy of your current resume and the names of two referees.

Send your application to: admin@govhouse.tas.gov.au with subject heading titled Senior Media and Communications Officer.

Applications close Sunday 18 August 2024
