



# YAMATJI SOUTHERN REGIONAL CORPORATION LTD

PO Box 552  
GERALDTON WA 6531

ABN 93 638 346 684

## POSITION DESCRIPTION

<b>Position Title:</b>	Communications Officer
<b>Reports to:</b>	Executive Officer
<b>Direct Reports:</b>	Nil
<b>Location:</b>	Geraldton
<b>Employment Status:</b>	Full-Time/Part-Time

### ABOUT THE YAMATJI SOUTHERN REGIONAL CORPORATION

The Yamatji Southern Regional Corporation Ltd (YSRC) was established in January 2020, as part of the historic Yamatji Nation Indigenous Land Use Agreement (ILUA) with the State of Western Australia. The YSRC is the parent entity of the Yamatji Nation governance structure which includes the Prescribed Body Corporate, Bundi Yamatji Aboriginal Corporation (BYAC), Yamatji Enterprises Limited and the Joint Trustee established under the ILUA.

YSRC has established a Strategic Plan and vision, based on utilising the benefits of the ILUA. The YSRC is a growing team, working out of the Geraldton headquarters with responsibility to implement the Strategic Plan and undertake day-to-day management of activities associated with its objectives.

YSRC promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice, and opportunity for Yamatji people. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

### POSITION PURPOSE

The YSRC Communications Officer is largely responsible for the way in which members, employees, stakeholders and the general public views the YSRC Group.

### RESPONSIBLE FOR

Under the direction of the Executive Officer:

- Developing communications with YSRC stakeholders (including members) through print, radio, television and social media.
- Manages social media accounts for YSRC.
- Answers questions from media outlets.
- Prepares and manages the communications budget.
- Manages contracts and relationships with vendors and business partners.
- Maintains a calendar of significant YSRC meetings, forums and events.
- Delivers written and verbal communications for CEO approval by designated deadlines.
- Manages the YSRC Group branding.
- Educates staff members on communication processes.
- Writes and distributes e-mail YSRC Update to YSRC members and stakeholders.

- Creates and launches targeted marketing campaigns.
- Drives message and announcement development and pitch strategies.
- Maximizes opportunities for YSRC to be featured in various types of media/events.
- Develops regular newsletter for YSRC's Cultural Authority.

## **SELECTION CRITERIA:**

### **Demonstrated experience:**

- Exceptional written and verbal communication skills, with the ability to research, write and edit a range of materials, including media posts, responses and media statements.
- Excellent computer skills particularly with software applications like Word and PowerPoint.
- Ability to effectively prioritize projects and multi-task and be highly detail oriented.
- Ability to establish firm and reliable contacts in various media outlets.

### **DESIRABLE:**

- Aboriginal and/or Torres Strait Islander applicants are encouraged to apply.
- Possession of, or progress towards a relevant tertiary qualification.
- Wide knowledge of the media and network of media contacts in Western Australia.
- Experience working with Aboriginal organisations/stakeholders specifically.

### **SUCCESSFUL CANDIDATES MUST HAVE:**

- Ability and willingness to work with Yamatji Nation members to deliver their aspirations for land and water management on-Country.
- Ability to be flexible, adapt and contribute initiative to a changing work environment.
- Current 'C' Class Driver's Licence.
- A recent National Police clearance.
- Ability to undertake a workplace medical assessment for the role.
- Current COVID-19 vaccination record/certificate.
- Compliance with and demonstration of a positive commitment to a high level in equal opportunity, occupational health & safety and YSRC values.