



## Position Description

POSITIONS DETAILS		
<b>Position Title:</b>	Junior Officer, Communications and Content	
<b>Responsible to:</b>	Manager, Communication & Marketing	
<b>Location:</b>	Karratha	
<b>Employment type:</b>	Permanent	Full-Time
<b>Salary Range:</b>	Officer level 12% Superannuation	

### POSITION SUMMARY

The Junior Officer, Communications and Content will work closely with the Manager, Communications and Marketing; the Ranger and Language Teams; the General Manager, Country Assets and Infrastructure; and the Traditional Owners of the Puutu Kunti Kurrama and Pinikura (PKKP) Community to support the capture and delivery of photographs, video, communication and storytelling outcomes across the organisation.

The role will support the creation of videographic and photographic content, and contribute to the development of promotional and educational materials that align with the PKKP vision to Protect Country, Heal Country and Heal People.

The Junior Officer, Communications and Content will regularly attend on-country trips and activities with Rangers, Elders and Language staff to capture photography, videography, interviews, stories and other digital content that supports the preservation and promotion of PKKP culture, language, projects and initiatives.

The role will also assist the Manager, Communications and Marketing, to provide general communications and administrative support to assist the organisation in maintaining professional, culturally appropriate and engaging communications with members, stakeholders and the broader community.

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES

#### DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Attend content and communications training to develop skills in photography, videography, editing and content production.
- Work collaboratively with Rangers, Language staff, Elders and stakeholders to ensure culturally appropriate communication outcomes.
- Assist with photography, videography and graphic design tasks using platforms such as Canva and Adobe Creative Cloud.
- Attend regular on-country trips with the Ranger and Language teams to capture

photos, videos, stories and project-related content.

- Contribute to and assist with the production of internal communications, press releases, videos, storyboards and training materials.
- Occasionally attend outreach trips with the COU team to capture content that supports the development of communication materials.
- Develop and foster relationships with PKKP members and stakeholders.
- Provide regular updates to the Manager, Communications and Marketing.
- Learn from the Manager, Communications and Marketing about creating, scheduling and monitoring content across social media platforms and website.
- Perform other duties outside of the above-mentioned responsibilities including social media content management and event content support that are safe, legal and within the employee's skills, competency and classification.

### **Zero Tolerance - Safety, Health and Wellbeing (all positions)**

- Provide visible safety leadership (lead by example), modelling positive safety behaviours, strong teamwork and care for colleagues, team members and members.
- Promote rigorous compliance to Zero Harm principles daily - identify cross-functional coordination safety risks.
- Take reasonable care of own health and safety and ensure that actions do not cause harm to yourself or others.
- Comply with any reasonable instructions, policies, or procedures on how to work in a safe and healthy way.
- Rectifying minor health and safety issues where authorised and safe to do so.
- Reporting any hazards including unsafe conditions, equipment, or practices, as soon as practicable
- Ensure there is no influence of alcohol, drugs or medication when operating.
- Report any incidents or injuries sustained while working and seeking appropriate first aid.
- Ensuring all health and safety equipment is used correctly.

## **PERSON SPECIFICATION**

### **Essential**

- Demonstrated willingness and ability to learn.
- An authentic, professionally mature, positive and friendly attitude.
- Highly discreet and confidential.
- Intermediate computer skills including some understanding of Microsoft Office and Adobe software packages.
- Ability to travel, live and work in remote locations.
- Appropriate level of health and fitness to meet the requirements of working outdoors including remote fieldwork and other rigorous activities.
- Willingness to attend and participate in relevant training to further develop skills in photography, videography and editing.
- Good communication and interpersonal skills, to communicate effectively with people verbally and in writing.

**Desirable:**

- Previous experience working with or within an Aboriginal Corporation.
- Understanding of computers, websites, digital systems and technology.
- Experience using social media platforms, content management and photo/video editing software, such as Canva and adobe suit.
- Previous experience in a similar role.
- Understanding of Aboriginal cultural protocols, community dynamics and the management of sensitive information and relationships.
- Qualifications, certifications, training, experience or a keen interest in communications, photography, videography, graphic design or related fields.

**QUALIFICATIONS & TRAINING:**

- Working with Children Check
- National Police Check
- Current Driver's License
- First Aid/CPR Certification
- 4WD competency certification

**PKKPAC VALUES**

- **Respect:** Be fair and mindful of others, treat everyone with dignity
- **Honesty:** Act and communicate with integrity, and deliver on commitments
- **Culture:** Our decisions and actions are guided by the cultural values of the community we serve
- **Transparent and Professional:** Act diligently, be accountable and take responsibility for commitments
- **Compassion:** Act with care and consideration, treat others fairly and with kindness

**DECLARATION**

I acknowledge that I have read and understood the position duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. To the best of my knowledge there is no known reason why I would be unable to fulfil these responsibilities.

I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.

**ACKNOWLEDGEMENT**

Recipient full name:

Recipient Signature:

