

Senior Communications and Promotions Officer

Department of Education

Employment Status: Ongoing / Full-Time

Location: Parramatta/flexible

About the role

The position is primarily responsible for developing, delivering and driving communication strategies that support the Aboriginal Outcomes and Partnerships Directorate and organisational objectives.

You will work in partnership with subject matter experts and stakeholders to design and develop evidence-led communication programs. You will collaborate with partners across the Aboriginal Outcomes and Partnerships Directorate and the Communication and Engagement directorate (media, external and internal channel managers, brand and content teams, data and analytics) to provide seamless delivery of our communication programs for our internal customers to our target audiences – typically comprising students, parents and carers, teachers, principals and school-based staff and corporate staff.

Essential requirements of the role

- This position is targeted to the employment of Aboriginal and/or Torres Strait Islander people and is authorised by the Department's EEO Management Plan in accordance with Part 9A of the *Anti-Discrimination Act 1977*. When applying for an Aboriginal identified position, applicants must provide confirmation of Aboriginality and a certified statutory declaration upon interview as defined in the [Confirmation of Aboriginality Guidelines](#)
- A valid Working with Children Check for paid employment.

Key knowledge and experience

- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

About you

You are a storyteller; you understand how to deliver stories to an audience. You have excellent writing, proof-reading and presentation skills with a keen eye for detail. You have a distinct writing style with professional polish, with the ability to communicate clear, consistent messages in line with the brand voice.

You are someone who will enjoy creating communications across various platforms including website, social media, campaigns, briefings and internal newsletters. You can demonstrate managing several demands and priorities while consistently producing high-quality content.

Benefits

- Opportunity to make a difference at Department of Education
- Flexible work-life balance
- Competitive salary
- 35 hour week

How to apply

When applying you will need to:

1. Submit a cover letter (maximum 2 pages) outlining how you meet the requirements and capabilities of this role
2. Attach an up-to-date resume (maximum of 5 pages)

Note: the selection process will include a range of assessment techniques to assist in determining your suitability for the role. Successful candidates will be required to undertake pre-employment screening for this role which includes a Working with Children Check and National Criminal History Check.

This is a child-related role. As a condition of employment you will be required to provide a Working with Children Check (WWCC) Clearance number and complete a National Criminal Record Check. Visit the [website](#) for more information.

Closing Date: 17 August 2022 at 11:59pm

For role enquiries please contact Kelly Humphrey details at Kelly.Humphrey@det.nsw.edu.au or on 0439 494 683.

To apply online please visit iworkfor.nsw.gov.au website and refer to the following keyword: **TBC**