

# Role Description

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**Title** Communications Officer

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**Classification** AO5

## About the Queensland Audit Office

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On behalf of the Auditor-General, we provide insights to over 600 state and local government clients on how to deliver better public services for Queenslanders.

As the state's independent auditor, we are completely unique. We are vital to Queensland's integrity system of government, giving parliament and the public trusted assurance.

Innovation, teamwork and relationships are at the heart of what we do. We use some of the most contemporary practices and tools in today's professional services industry to:

- deliver high quality audit services
- give the public sector insights on their performance, risks and financial management
- report to parliament on the results of our work
- investigate financial waste and mismanagement
- share best practice across our client base and industry.

The public sector operating environment is diverse and constantly evolving, meaning we work throughout Queensland across a wide range of services from health, education, financial services, energy, local government, transport, justice and many more.

For more information on our role and what we are passionate about, visit [www.qao.qld.gov.au](http://www.qao.qld.gov.au).

## Purpose of the role

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As a Communications Officer you will support the Communications Manager in developing and implementing our communications strategy and managing QAO's organisational, executive and internal communications.

## Role responsibilities

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In the role of Communications Officer, you will:

- coordinate the production and tabling of Reports to Parliament including managing editing services, writing promotional materials, proof reading, formatting and setting up digital distribution channels
- prepare, write and upload high quality content for QAO's digital communication channels including our website, blog, social media, subscription services and intranet, using design tools such as Adobe and PowerPoint to produce material



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- identify and implement opportunities to improve multi-channel communications across the organisation using the latest tools, technologies and techniques
- support briefings and the provision of specialist advice to QAO's executive leadership team
- organise all facets of our external and internal events program
- promote and model the established QAO core values of: Engage, Respect, Inspire, and Deliver
- take reasonable care for your own and others' health and safety; follow health and safety instructions; and support and cooperate with health and safety systems, policies and procedures.

## Assessment criteria

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You will be assessed on the following:

- demonstrated experience in communications including corporate intranet, event management and client relationship management approaches
- demonstrated experience in reviewing communications material to a high professional standard (such as the Commonwealth Government Style Manual)
- proven ability to meet timeframes and competing deadlines both individually and as part of a team
- demonstrated well developed written and oral communication skills including strong interpersonal, and relationship management skills.

### Qualifications / Professional registration / Other requirements

Possession of an appropriate tertiary qualification in a relevant discipline e.g. journalism, communications or business is **highly regarded**.

## Additional information

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- travel may be required as part of the role
- a six month probationary period may apply
- citizenship requirements may apply
- a Queensland driver's licence or similar is highly desirable
- a current criminal history check is required for applicants recommended for appointment
- discipline checking may be undertaken on preferred applicants
- validity of qualifications may be confirmed with issuing institutions
- successful applicants external to the Queensland Public Service must disclose to the Auditor-General within one month of commencing duty, any previous employment as a lobbyist in the previous two years
- employees are required to complete an independence declaration on appointment and annually thereafter
- employees have an ongoing obligation to advise any interests that may impact their independence or suitability to undertake the duties of the position



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- employees of the Queensland Audit Office are required to abide by the Code of Conduct for the Queensland Public Service
- a non-smoking policy applies on Queensland Audit Office premises and in all Queensland Government buildings, offices and motor vehicles
- Queensland Audit Office is committed to building a culture that respects and promotes human rights, inclusion and diversity.

### Privacy notice

The Queensland Audit Office collects your personal information and documents relevant to your employment. The collected information will be managed in accordance with the *Information Privacy Act 2009* and will not be disclosed to a third party without your consent, unless required or authorised by law.



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