

Principal Corporate Communications Officer (AS07)



Government of South Australia

Department for Infrastructure and Transport

Role statement

Organisational alignment	Division:	Public Affairs
	Directorate:	Marketing & Communications
	Section:	Corporate Communications
Reporting relationships	Reports to:	Manager, Corporate Communications
	Direct reports:	1-4 FTEs

Role overview

The Principal Corporate Communications Officer leads the planning, development and delivery of strategic communications across a multidisciplinary team. The role ensures both proactive and reactive communications align with government and departmental priorities.

Reporting to the Manager, Corporate Communications, the position supports day-to-day coordination, management and reporting of communications projects. The role oversees the development and delivery of communication strategies and materials for a diverse range of customers, communities and stakeholders.

The role also leads the management of corporate communication resources in conjunction with directorates and business units, ensuring messaging is consistent, integrated and effective across multiple channels.

The Principal Corporate Communications Officer identifies opportunities, risks and key milestones, and develops practical solutions to meet business needs. They design and implement comprehensive communication strategies, working independently or in collaboration with relevant business areas to achieve strong outcomes.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Deliver strategic, effective and timely external communication services within government and departmental frameworks.
- Demonstrate strategic thinking and ability to act with urgency, accept and expect responsibility and accountability with customer needs front of mind.
- Maximise the use of available resources to achieve strategic and tactical communication activities to associated deadlines, budget and resources.
- Measure and report on the effectiveness of communication activities and channels to help improve short and long term planning, strategies and tactics.
- Provide advice, recommendations and practical assistance to business areas to deliver high-quality communication activities that support business projects, initiatives, products and services and assist in the resolution of complex or sensitive matters.
- Formulate practices that influence the direction of outcomes including key corporate issues, positioning the department to meet future challenges, placing customers at the centre of decisions and utilising a sound evidence base in decision-making.
- Lead and manage a cohesive team, influencing and motivating staff in the achievement of difficult and sometimes conflicting objectives. Recognise and foster diversity within the team and enable high-performing staff, including mentoring robust staff performance and development processes that recognise success and meet business needs.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- A Working with Children Check (WWCC) is required prior to employment with the Department for Infrastructure and Transport, which must be renewed every five years before expiry.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- Tertiary qualifications in communications or public relations or equivalent industry experience is essential.

Technical capabilities

The following are the technical capabilities required for the role:

- Demonstrated understanding of communications disciplines.
- Excellent writing, proof-reading and editing skills.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 3: Senior leader

Stream 3 roles would typically consist of team and senior leaders, senior team members and those with technical specialty (indicative classifications include ASO7-8, LE5, PO4-6, MAS3).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Demonstrates high level communication skills, verbal and written, that deliver effective content appropriate to identified audiences. Presents with credibility, uses a range of techniques to engage various audiences in a changing communications environment.
- Has exceptional project planning and time management skills and is adept at managing concurrent assignments.
- Fosters critical and key relationships in establishing, developing, maintaining and leveraging strategic networks both internally and externally.
- Inspires and harnesses creativity in others, analysing trends, exploring possibilities and clearing the way for innovative solutions that improve the way we deliver.
- Proven ability to work under broad government or agency directions in determining, measuring and improving performance outcomes and strategically planning multifaceted activities to achieve results.
- Champions the agency's vision, value and goals, and leads and manages change including identifying opportunities, transforming ideas into actions and operating within a whole of government context that accounts for multiple perspectives.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, Marketing & Communications

People, Culture and Capability Use Only	KNet ID: 21541697	ANZSCO code: 2253	Position number: P57319 / P56225
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