

JOB DESCRIPTION

Job Title:	Communications Officer
Designation:	A06
Work Unit:	Natural Resource Management Board (NT) Incorporated
Position number:	Supernumerary
Responsible to:	Executive Officer, NRM Board

Background

The NRM Board is a relatively young regional body having only been incorporated for a few years. It covers the entire Northern Territory, approximately 17% of the Australian land mass. As one of Australia's regional natural resource management bodies the Australian Government has guaranteed the Board a minimum amount of funding for the next four years.

The Natural Resource Management Board NT (NRMBNT) helps provide a strategic and coordinated approach to NRM in the NT. We broker partnerships and projects between parties to ensure more effective and strategic delivery, and provide a mechanism for bringing together disparate organisations and stakeholders. We support the smaller NRM groups and communities. The Board plays an important role in the delivery of the Australian Government investments. It has also been asked to provide services and capacity such as monitoring and evaluation, and contract management, to a range of NT groups.

Primary Objective

Develop and implement a communication strategy for the Natural Resource Management Board (NT) to communicate information on natural resource management to our communities and stakeholders.

Key Responsibilities

1. Develop a Communication Strategy for the Board.
2. Implement the communications strategy within budget and deadlines including:
 - a. Prepare and coordinate a range of communication materials such as newsletters, articles, media releases;
 - b. Initiate and manage events such as workshops, launches, seminars;
 - c. Contribute to the Board's website by preparing and updating content.
3. Engage with the Board's team and stakeholders to build an understanding of their needs and ensure the communications strategy is appropriate.
4. Develop innovative and creative ways of communicating information on NRM issues and project achievements to communities and stakeholders.
5. Assess the strategy's effectiveness in raising the profile of natural resource management in the NT and in sharing NRM information widely.
6. Provide advice to the Board and funding bodies on the performance of the Communications Strategy and associated programs.

Selection criteria

Essential

1. Demonstrated experience in developing and implementing communication or education strategies.
2. Excellent interpersonal skills, including the ability to work with a range of organisations and community groups, including indigenous people, and to develop partnerships and networks.
3. High level written and oral communication skills with experience in writing and publishing.
4. Ability to work independently and as part of a team.
5. Demonstrated ability to develop and manage projects to completion within budget and time constraints.
6. Experience in desk top publishing, media and web-site management.

Desirable

1. A degree or diploma in communication, education, natural resource management or a related discipline.
2. Knowledge of NRM issues in the NT.
3. An understanding and commitment to the principles of Equal Employment Opportunity and Occupational Health and Safety, Workplace Diversity and Participative Work Practices.

Further Information

Please visit the Board's website at www.nrmbnt.org.au

Contact Ross Belcher on 08 8999 3783 or via email on ross.belcher@nrmbnt.gov.au

Approved:

ROSS BELCHER
Executive Officer
Natural Resource Management Board (NT)

Date: 27 November, 2009.