NATIONAL COMMUNICATIONS OFFICER

POSITION DESCRIPTION

Position Title	National Communications Officer (NCO)
Location	To be determined - Currently, Brisbane, QLD
Incumbent	Vacant
Reports to	National President
Liaises with	National Directors Association Executive Officers Association State Presidents Industry media and stakeholders
Written by	EHA National Board
Date approved	April 2017
Job Summary	Are you interested in a career opportunity in a national professional association? Environmental Health Australia (EHA) is the premier environmental health professional organisation advocating for environmental health outcomes in Australia. In excess of 1,000 members nationally and a founding member of the International Federation of Environmental Health (IFEH). We currently have a fantastic opportunity to join our National Executive team as the **National Communications Officer**. This rarely advertised role offers the opportunity to work in a dynamic and high performing team of marketing communications and public health professionals, across a wide range of environmental health issues. Reporting to the National Executive, this National Communications Officer position is the key liaison contact for the organisation and provides implementation, administration and financial management, media monitoring, social media, event management, and communications planning. We're looking for a candidate with a thirst for current affairs who is driven, passionate, team focused, and wants a chance to show what they can do. If you have relevant work experience, preferably within the communications, media, public and / or environmental health, community or government sectors, this may be your opportunity to join a dynamic national association. This position is a unique opportunity for: • A self-motivated, results-oriented individual with a positive outlook with a clear focus on high quality outcomes in the environmental health sector.

	• A natural forward planner who critically assesses own performance and meets the needs of stakeholders. • Mature, credible, and comfortable in dealing with senior company executives, political figures, academics as well as student members. • Reliable, tolerant, and determined. • Strong strategic communicator, well presented and business like. • Sufficiently mobile and flexible to assist teams and associations in every state across Australia as well as liaise with our international partners through the International Federation of Environmental Health. • Excellent problem solving skills and ability to look for efficiencies and ways to best serve members and the environmental health industry as a whole.
Key Relationships	• National President • National Directors • State based Association Executive Officers • Company Auditor • National Treasurer • Computer system subcontractors • Associate Members • Companies and service providers to the industry
Essential selection criteria	• Understanding of finance and office administration, including accounting and company compliance requirements. • Expertise in research, and concise report writing skills to produce documents that are appropriate for the purpose and audience. • Comprehensive computer skills including extensive experience; of standard office systems, accounting packages, various forms of social media and the ability to embrace technological innovation in the workplace. • Knowledge and understanding in payroll processing, personnel functions and legislative provisions. • Excellent organisational skills with the proven ability to manage time effectively and work as a member of a team or as an individual, within an environment subject to competing priorities and change. • Highly developed interpersonal skills including communication, consultation, negotiation and conflict resolution skills, including the ability to effectively manage relationships with stakeholders. • Demonstrated experience in organisational communication, publicity and/or publications.

Key Duties for National Communications Officer

Key Performance Area	Duties	Performance Standards
Office Management & Organisational Assistance	• Manage the EHA National office in consultation with the National President; • Assist the Board and State Associations as required in the planning and conduct of conferences, seminars and other activities; • Provide advice and training on accounting processes and procedures for Executive Officers projects and events; • Coordinate and assist Directors with National Projects as required, including the CPD Scheme in consultation with the Associations.	
Media and Marketing	• Manage EHA's website and social media accounts (Facebook & Twitter currently) including updating material and managing advertising; • Prepare, plan and project manage publication of all publicity materials for EHA's corporate relation activities and to maximise the EHA brand; • Create and develop new innovative ways to communicate the company messages to existing stakeholders and the development of new e-marketing materials; • Planning, project managing and marketing events, forums and functions and evaluating their success; • Liaison with, and providing information and media releases to, journalists and the media and arranging interviews with Members and or staff when necessary; • Assistance, representation and coordination with relevant State organisations in relation to conferences events, forums and functions including the coordination of awards.	
Financial & Payroll	• Manage the organisations financial and accounting systems, including budgeting, transactions, reconciliations, reporting and auditing requirements;	

	• Manage the organisational payroll including hours, accruals, leave and superannuation; • Ensure compliance with ASIC and ATO reporting requirements and timeframes.	
Computer System & Website	• Manage computer and accounting system maintenance and liaison with State based Executive Officers using the national accounts system and provide timely advice on repairs maintenance upgrades and improvements; • Coordinate maintain and develop the EHA website in consultation with the State Associations.	
National Board Liaison	• Research issues and prepare reports for the Board in relation to Administrative matters or other issues as Directed by the National President; • Assist National President in the coordination and management of National Board meetings and affairs including preparation of agendas and minutes; • Coordinate National communications.	
National Projects	• Oversee and assist Board implementation of the organisational Strategic Plan and programmes; • Contribute to the continual improvement of organisational processes including documentation of the same; • Facilitate the publication of the EHA Ltd Annual Report.	

How to apply:

To apply for this exciting opportunity, submit a cover letter, your resume (maximum 2 pages) and a statement addressing the essential selection criteria (maximum 2 pages).

Applications close Friday 16 June at 5.00pm.
Late applications will not be accepted.