



An Australian Government Initiative



ADELAIDE

Project and Communications Support Officer

June 2024

POSITION TITLE	Project & Communications Support Officer
PRIMARY LOCATION	Flexible location available. The successful applicant needs to be able to attend meetings in Adelaide CBD twice a month, but can undertake the remainder of tasks from home, or at our office in Rundle St, Adelaide.
REPORTS TO	Chief Executive Officer
HOURS	Part Time (0.5 FTE)
TENURE	12-month contract. We are open to Employee or Contractor Arrangements depending on the successful applicant.
SALARY	\$70,000 - \$78,000 (based on experience) pro-rata plus superannuation
SPECIAL CONDITIONS	Limited out-of-hours work, and regional travel required. Current Driver's Licence is essential.

OUR ORGANISATION
<p>Regional Development Australia Australia (RDAA) is funded by Australian Government for place-based to assist the regional RDA boards to solutions to regional economic issues across the whole of regional South Australia.</p> <p>RDAA Board Members are local leaders developing local solutions to local issues. The RDAA Team is small, dedicated and high performing, working collaboratively to deliver against our strategic objectives. We have a close working relationship with the peak body for RDA boards in South Australia- Regional Development South Australia and provide extensive support to individual RDAs as well.</p>

POSITION SUMMARY

The Project and Communications Support Officer is a key member of the team, preparing documents, website and social media content, leading the development of the statewide regional communique and sharing the news of the work that RDAs do. The RDAA Board has set a clear agenda to raise the profile of the regional South Australia and RDAs through the production of deliberate and meaningful research, policy and communications to assist regional development.

Strong written communication skills are essential, as the Officer will play a significant role in the communications for the organization and broader RDA network. As we are a small team who work together to deliver priorities, the Officer will have significant input into event planning, including the annual Regional Development South Australia Conference and other project support activities.

PRIMARY ACCOUNTABILITIES AND OUTCOMES

Accountability	Duties
External Communications	<ul style="list-style-type: none">• Coordinate the development and delivery of the communication and engagement activities for Regional Development Australia Adelaide• Coordinate the preparation of content for our website, social media, and print media (including media releases)
Internal Communications	<ul style="list-style-type: none">• Assist with the coordination and preparation of reports to the RDAA Board and funding partners• Assist with coordination of events• Other duties as required
Relationship Management	<ul style="list-style-type: none">• Work collaboratively with the RDAA board, all RDAs in South Australia and CEO• Work collaboratively with key stakeholders, including industry bodies, State, Federal and Local Government, and industry associations

TECHNICAL EXPERTISE (Qualifications, Skills, Knowledge and Experience Relevant to the Role)

Essential	<ul style="list-style-type: none">• High level written and oral communication skills• Experience in preparing content for social media and other communications materials• Experience in Canva and Mailchimp• Demonstrated ability to work effectively as a member of a small team• Ability to work independently, using initiative and exercising judgement and seeking advice as appropriate to the level of the position• Demonstrated experience in the use of Microsoft programs including Outlook, Word, Excel, PowerPoint• Ability to learn new skills and information quickly, training in AI and emerging technologies available and encouraged
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Desirable	<ul style="list-style-type: none"> • Experience coordinating or delivering events
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PERSONAL QUALITIES	
Quality	Behaviours
Relationship Management	<ul style="list-style-type: none"> • Develops and maintains effective working relationships and networks • Identifies opportunities to negotiate for improved outcomes • Deals with conflict effectively and escalates when appropriate • Shares information and knowledge as appropriate
Professional Approach	<ul style="list-style-type: none"> • Promotes a culture of respect and high ethical standards • Remains positive and recovers quickly from setbacks • Maintains professionalism and confidentiality • Constructively expresses own views and respects the views of others
Results Oriented	<ul style="list-style-type: none"> • Takes responsibility for the delivery of quality and timely results • Understands expectations around quality of work and timeframes • Uses initiative and acts on opportunities for continuous improvement appropriate to the position
Service Delivery	<ul style="list-style-type: none"> • Cooperates across work areas to achieve optimal outcomes • Provides clear, honest, and timely feedback to supervisor
Strategic Focus	<ul style="list-style-type: none"> • Understands, supports, and contributes to strategic direction and plans • Communicates plans in practical terms to others • Supports and responds positively to the drive for change and innovation

KEY RELATIONSHIPS	
Direct Reports	Nil
Other	<ul style="list-style-type: none"> • CEO • Board Members and staff • Regional Development South Australia and RDA boards across the State

Contact

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