

## POSITION DESCRIPTION

<b>POSITION</b>	Communications and IT Junior
<b>Reports to</b>	CEO
<b>Group</b>	Administration
<b>Level</b>	1
<b>Date revised</b>	Nov 2021

This position description is a broad description of the accountabilities, duties and conduct of an employee of Brewarrina Local Aboriginal Land Council (LALC). The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

### Primary Purpose

To provide efficient Information Technology (IT) and Communication support to the Brewarrina Aboriginal Land Council administrative and operational functions.

### Brewarrina Local Aboriginal Land Council Values

Land Council's vision is to empower Aboriginal people in NSW through economic and social independence these foundations guide the decisions, actions and conduct of all employees

### Accountabilities

- Learn and develop skills and experience relevant to IT and Communications within Land Council Operations.
- Develop a strong social media presence in line with Land Council values across a range of media; including but not limited to social media, email, newsletter, SMS, digital platforms and video production
- Provide basic first response technical support, across all departments as and when required
- Prioritise and undertake IT support requests and resolve associated issues where possible in a timely manner
- Support Team with daily administrative functions as and when required
- Support with incoming and outgoing communications
- Assistance with updating various company register information
- General office upkeep including cleaning and housekeeping for functions, events, program activities and day to day operations.

### Core Responsibilities

- Develop and learn skills associated with content planning, creation and implementation across digital and non-digital platforms

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## BREWARRINA ABORIGINAL LAND COUNCIL

- Developing and coordinating media releases and responses as redirected by CEO
- Daily admin functions and cleaning duties to support business operations
- Contribute to the performance of the Brewarrina Local Aboriginal Land Council, by leading by example in your field of expertise, adopting professional behaviours and being accountable for own decisions, actions and conduct that aligns with Brewarrina Land Council values and the code of conduct.
- Ensure a safe working environment by taking accountability for own actions and complying with all Brewarrina Local Aboriginal Land Council's WHS policies and procedures.
- The employee is required to undertake any other duties, projects or tasks as directed by the CEO and or delegated person, which are within their skills, competence and training.
- The employee is to comply with the organisations policies and procedures (as varied from time to time) and undertake training and development.

### Essential Criteria

1. No experience required, although previous IT or communication experience is favourable
2. Experience with various social media platforms, email, SMS with a desire to learn
3. Interest and ability to produce, generate, edit and design content
4. Good written and verbal communications
5. Ability to work productively as a member of a team and contribute to team goals.

### Desirable Criteria

1. IT or Communications experience
2. Class C drivers licence

### Position Capabilities

CAPABILITY	CAPABILITY DESCRIPTION	LEVEL
Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience	FOUNDATIONAL
Relationships	Be respectful, inclusive and collaborative in engaging with others	FOUNDATIONAL
Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes	FOUNDATIONAL
Resources	Be efficient, effective and compliant in the management and use of company resources and assets.	FOUNDATIONAL

Date agreed:

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Employee Name:

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Employee Signature

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