

Kimba Community Liaison Officer Statement of Requirements

The Department of Industry, Innovation and Science is responsible for the implementation of the National Radioactive Waste Management Project. On 27 June 2017 Minister Canavan shortlisted two land nominations (Lyndhurst and Napandee) at Kimba, South Australia, as a possible site for the construction and operation of a national facility.

The Government is now undertaking further community consultation in the region, and site characterisation work on the nominated sites. Canberra-based departmental staff will maintain a part-time presence in Kimba, in order to enable community members to seek information on the project and discuss their views.

The Department requires the services of a contractor to work in the areas of community engagement, communications and administration to contribute to the delivery of the National Radioactive Waste Management Facility Project. This position is full-time based in Kimba.

The position is outlined below. Interviews with short-listed candidates will be held in Kimba, South Australia in early August.

Role

The Community Liaison Officer will represent the Department and the National Radioactive Waste Management Facility Project through consultation activities, e.g. meetings with members of the public, information sessions, and presentations. The Officer must possess local knowledge and an approachable demeanor to ensure meaningful engagement with all interested community members. The role will require the successful applicant to:

- Record and document details of all meetings, engagements and enquiries in a CRM database.
- Work out of the Department's Kimba office full-time, either independently or with Canberra-based team members when they are in the region (generally 2 days per week).
- Travel as required, generally not beyond Eyre Peninsula, Adelaide or Canberra.
- Respond to enquiries from the public (drop-ins, phone calls, emails) seeking general project information, and manage a calendar of these activities. Escalate complex issues to the project team in Canberra.
- Seek out opportunities to provide information about the project within the Kimba District and to interested parties on the Eyre Peninsula.
- Proactively seek out information as required from the project team in Canberra.
- Arrange meetings with individuals and groups as required, and attend events throughout the region in order to represent the project.
- Support the members of the Kimba Consultative Committee with administrative and secretariat skills such as minute/note taking and processing invoices.
- Provide regular updates (weekly) on Kimba consultation activities to the project team in Canberra.

- Conduct other ad hoc tasks as required, such as general administrative support, financial record keeping for the office, or social media usage.

Desired Skills and Abilities

- An excellent networker with established contacts across the Kimba District and more broadly on the Eyre Peninsula.
- Evidence of being an active member of the Kimba community, such as through participation in local groups/associations.
- Excellent communication skills and an ability to be client-focused.
- Ability to be approachable by all members of the Kimba community, regardless of their views on the Project, to provide information about the Project in a professional and independent manner.
- Knowledge of the National Radioactive Waste Management Project, or willingness to learn.
- Basic ability to use all Microsoft Office applications.
- Tertiary qualifications or demonstrable experience in communications, marketing, community and stakeholder engagement or similar would be seen as an advantage.
- Ability to interact with the media, and use social media.

Eligibility

- Must be located in the Kimba region, or be willing to relocate at own cost.
- Must have a driver's license and a vehicle. Travel within the Eyre Peninsula region will be required, for which the Department will reimburse costs at the departmental rate.

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Please Note:

Applicants must apply through one of the following Recruitment Agencies for this position.

HAYS Recruiting experts worldwide

Milly Vorrasi

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face2face Recruitment Pty Ltd

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