



**COMMUNICATIONS ADVISOR**

**JOB & PERSON SPECIFICATION**

**OCTOBER 2021**

## Position Description

<b>Role Title</b>	Communications Advisor
<b>Position Description No.</b>	
<b>Date</b>	September 2021
<b>Division</b>	Customer and Strategy
<b>Business Unit</b>	Strategy and Innovation
<b>Location</b>	TBC – Adelaide (preferable), Melbourne or Perth
<b>Reports To</b>	Communications Advisor (Jo Hughes)
<b>Direct Reports</b>	None

### Position Purpose

The Communications Advisor is responsible for supporting and delivering communication activities that support Australian Gas Infrastructure Group's (AGIG's) objectives to be the leading gas infrastructure business in Australia.

With staff located in Adelaide, Perth, Melbourne and Brisbane, we strive to work collaboratively and seamlessly as 'one AGIG'. Internal communications play a big part in ensuring our staff are engaged, in touch with the latest information and working together to achieve our vision.

Working within the Strategy and Innovation team, this role will largely focus on internal communications, but also includes support for our external communication activities. The role would aim to support the existing overarching internal communications function while also supporting the broader business in enhancing and developing their communication materials.

Specific responsibilities include designing and delivering internal communications activities (such as newsletters, documents, videos and presentations), as well as contributing to external communications (such as renewable gas project materials, stakeholder materials and corporate communications materials).

### Key Responsibilities

#### Process

- Manage AGIG's 'In the Pipeline' monthly newsletter, by populating content and providing graphic design input to the document framework and ensuring it is delivered to time and quality
- Provide design support to the business through the development of graphic, visual and written materials
- Provide support with AGIG's 'Town Hall' meetings to ensure accurate and timely information is presented
- Provide support with creating and editing video content
- Provide support with writing, editing and managing *All Staff Emails* in conjunction with key business departments and Executive Team members
- Provide day-to-day support for communications activities including:
  - Maintaining the company's OneNet intranet site, including content creation
  - Liaising with key business representatives to ensure internal communications materials have up to date and accurate data
  - Providing graphic design support where required
  - Providing support with document development, including award submissions, industry presentations, community engagement materials and stakeholder reports.
- Assist with the delivery of external communication activities, including social media content, website content, community events, customer collateral and corporate brochures

#### Systems

- Manage and maintain AGIG's corporate and internal photo libraries
- Manage intranet content for the Strategy and Innovation team and contribute to the management of the intranet for the AGIG business.

#### Other

- As a national business, some interstate travel may be required

## HSE Responsibilities

Level 4:

- Adhere to the Zero Harm Principles, Stop Work Authority and HSE Policies.
- Understand and comply with the HSE management system as applicable to all work undertaken.
- Adhere to the risk management tools to manage HSE risk through ongoing identification, communication and control of workplace hazards.
- Take ownership to report and address all observed incidents, hazards and near misses.
- Participate in HSE training as required by the company.
- Identify and correctly utilize any Personal Protective Equipment required for a task.
- Exercise a duty of care to prevent harm to yourself or any other person.
- Willingly and transparently participate in HSE audits and event investigations.
- Notify your Line Manager of any concerns about, or potential impairment of, your own fitness for work or that of your colleagues.

## Key Relationships/Key Relationships/Interactions

<b>Internal</b>	<p>Supervises Directly:</p> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <p>Liaises closely with:</p> <ul style="list-style-type: none"> <li>• Executive General Manager Customer and Strategy</li> <li>• Customer and Strategy Team members, most notably: Strategy / Hydrogen Development Team, Stakeholder Engagement, Marketing and Digital and Community Partnerships Team</li> <li>• People and Culture Team</li> <li>• Health, Safety and Environment Team</li> <li>• IT Team</li> <li>• CEO / Executive Management Team</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Consultants</li> </ul>

## Key Skills, Knowledge and Experience

### Education/Qualifications, Experience, Key Skills and Abilities

#### Essential

- Experience in designing and delivering communications tools (print and digital)
- Excellent relationship and communication skills (written and verbal)
- Design skills and experience in Adobe programs such as In Design, Photoshop and Premiere Pro
- Advanced skills in Microsoft Office programs
- Proven ability to build strong relationships with internal stakeholders

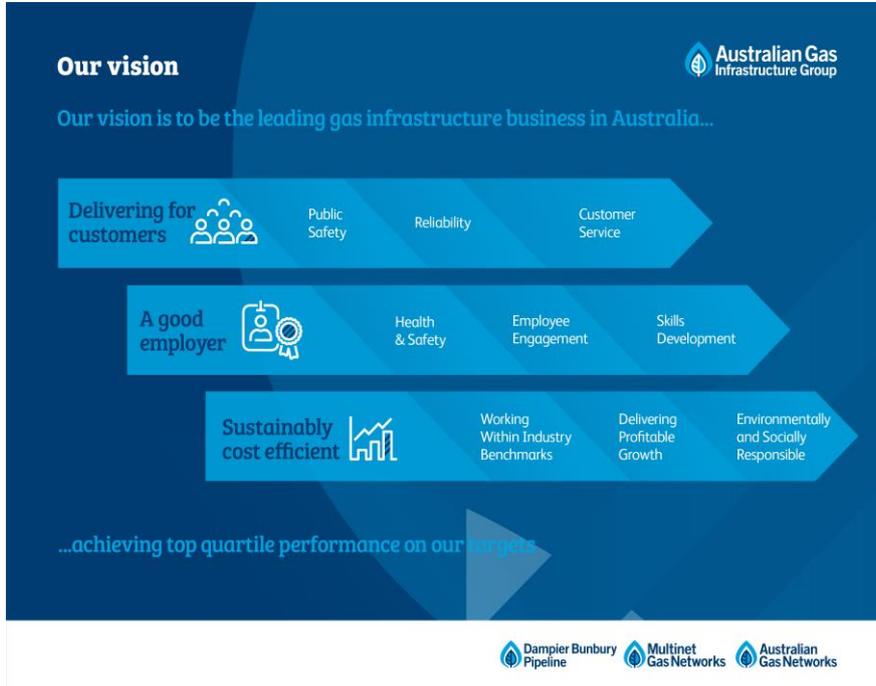
#### Desirable

- Relevant qualifications (i.e. Communications, Media)
- Knowledge and experience working in Sharepoint online environments
- Knowledge of the energy sector

## AGIG'S Vision and Values

### Our Vision

Your role is required to assist AGIG to deliver its vision as shown below



**Our vision** Australian Gas Infrastructure Group

Our vision is to be the leading gas infrastructure business in Australia...

- Delivering for customers** (Icon: Group of people)
  - Public Safety
  - Reliability
  - Customer Service
- A good employer** (Icon: Person with award)
  - Health & Safety
  - Employee Engagement
  - Skills Development
- Sustainably cost efficient** (Icon: Bar chart)
  - Working Within Industry Benchmarks
  - Delivering Profitable Growth
  - Environmentally and Socially Responsible

...achieving top quartile performance on our targets





### Our Values

It is essential that this role is delivered in a way that is consistent with our values.



**Our values** Australian Gas Infrastructure Group

They drive our culture: how we behave and how we make decisions

- Trust** (Icon: Handshake)
 

We act with integrity, we do the right thing, we are safe guardians of essential Australian infrastructure. We act in a safe and professional manner.
- Respect** (Icon: Two people)
 

We treat our customers and our colleagues the way we would want to be treated, and we embrace and respect diversity.
- One Team** (Icon: Puzzle pieces)
 

We communicate well and support each other, and we are united behind our shared vision.
- Perform** (Icon: Medal)
 

We are accountable to our customers and stakeholders, we are transparent on our performance and we deliver results. We continuously improve by bringing fresh ideas and constructive challenge.







## HOW TO APPLY

Applications should be addressed to Justin Hinora and Hannah Way. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.