
KATHERINE WEST HEALTH BOARD ABORIGINAL CORPORATION

POSITION DESCRIPTION

POSITION TITLE:	Information & Communications Co-ordinator
SUPERVISOR:	Chief Executive Officer
CLASSIFICATION LEVEL:	AO6-AO7
NO. OF POSITIONS REPORTING DIRECTLY:	Nil
NO. OF POSITIONS REPORTING INDIRECTLY:	Nil

SUMMARY OF POSITION:

This position revolves around the ongoing maintenance and updating of KWHB's Intranet and website, to enable our entire remote health service to communicate important messages, services and activities effectively.

This role includes researching, recommending and initiating systems for continuously improving internal communications; the hands-on production and/or project management of information, resources and publications; looking after the KWHB 'brand' and supporting the provision of high quality information for internal and external audiences.

Responsibilities include developing strategies to ensure the acceptance of these services within the organisation and the community and to ensure that a positive image of KWHB is maintained.

PRIMARY RESPONSIBILITIES:

1. Liaise with KWHB's IT services provider and other external service providers in relation to operational intranet/internet matters
2. Implement and support information systems that will streamline and standardise the management of organisational information across the service.
3. Maintain knowledge of best practice information management; and web and other telecommunications technologies, standards and requirements.
4. Provide advice and operational support to users of KWHB's intranet, internet and other information management systems
5. Coordinate the ongoing update of content by internal and external stakeholders in the KWHB complex environment.
6. Monitor intranet and internet site content to ensure it meets 'writing for web' and organisational guidelines and style.
7. Assist in the development and implementation of internal information management policies, procedures and guidelines.
8. Facilitate system / information management alignment to avoid duplication and to ensure clarity eg patient record management, HR information systems, financial databases

9. Work with Health Program Co-ordinator to deliver high quality social media communications through, Facebook, Instagram and Twitter platforms
10. Assist in drafting of letters for KWHB operational leadership and Board.
11. Under the direction of the CEO ensure high quality outward facing communication from KWHB
12. Project manage productions such as the Annual Report, PowerPoint presentations and displays
13. Assist in the gradual migration of all information management to electronic systems
14. Any other duties as required and which are within the role's capacity

SELECTION CRITERIA:

Essential:

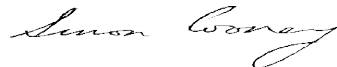
1. Relevant experience and/or qualifications in a discipline such as Media & Communications, Information Management, Journalism, Information Technology or similar together with the demonstrated ability to coordinate and manage online intranet and internet content.
2. Excellent communication skills in a cross cultural, multidisciplinary health service comprised of several remote work sites
3. Design and layout abilities
4. The ability to work effectively and collaboratively under limited supervision
5. Ability to travel to remote areas for periods of time by road and light aircraft
6. A current Northern Territory driver's license

Desirable:

1. Project Management experience
2. Information and/or Records Management experience
3. Experience working in a primary health care service
4. Experience working with Aboriginal and Torres Strait Islander people

Approval:

Sinon Cooney



Chief Executive Officer

24 June 2020
