atdc
Alcohol, Tobacco and other Drugs Council Tasmania

Position Description

Digital & Communications Lead

Who we are: We are the peak body representing and supporting community organisations, and the people they assist, to reduce alcohol, tobacco and other drug related harm for all Tasmanians

Our Vision: A Tasmania without alcohol, tobacco or other drug related harm or discrimination

Our Team Values: Skilful, Integrity, Adaptable, Kind, Authentic

Hours of Work:	Part time (0.8 FTE)
Salary and Conditions:	Fixed Term for 14 months, (parental leave cover). Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010, Level 5 (salary packaging is available).
Location:	The role is located at the ATDC office at Suite 1, Level 1/175 Collins Street, Hobart, Tasmania. This role will require some intrastate travel and flexibility in working days may be required.
Position Summary:	This role is responsible for the development and successful delivery of a range of innovative and effective communication activities that promote the services, events, and key messages of the ATDC
Reporting:	This role reports directly to the Chief Executive Officer. This role has no direct reports.
Qualifications and Skills:	This role requires a combination of experience, expertise and competence sufficient to perform the duties required at this level. This may have been attained through previous appointments, service and/or study.
Personal Attributes:	This role requires a self-starter who is highly organised and dependable. The individual will possess very good interpersonal skills, with the ability to work autonomously and as part of a small team. A positive attitude, critical thinking and an eye for detail are also important for success in this role.
Organisational Responsibilities:	Contributing to the development and being responsible for the delivery of ATDC communication activities, this includes, but is not limited to: • Be the central point for ATDC staff in all things digital and communications • Coordinate the development of a new Communications Strategy • Managing communication to various stakeholders and groups • Oversee the organisation's website, electronic newsletter and social media channels

	• Develop collateral, resources and promotional materials • Assist the organisation to advance the safe and ethical use of AI tools • The role will also undertake other tasks relevant to the position from time-to-time as directed by the Chief Executive Officer. This may include assisting other team members in organisational meetings or events or providing guidance to other staff members as appropriate
Selection Criteria:	**Qualifications, Skills and Experience** 1. Relevant qualifications and/or demonstrated experience in communications and digital engagement (including content creation and platform management). 2. Experience with using Adobe Creative Suite, Canva, Mail Chimp, Microsoft Office tools, Meta Business Suite, a variety of AI tools, familiarity with WordPress and site-building software Elementor, and experience working in HTML and CSS. 3. Strong written and visual communication skills across different formats (e.g. social media, EDMs, reports). 4. A strong attention to detail and an ability to produce high quality and accurate documents and material in a variety of formats suitable for a range of audiences. 5. High-level interpersonal skills with the ability to engage with a diverse range of organisational and community stakeholders, and work co-operatively as part of a small team. 6. Excellent time-management and organisational skills, with the ability to progress multiple projects simultaneously while adhering to deadlines. **Desirable** 7. Experience in the not-for-profit sector is desirable, but not essential. 8. Current drivers licence.
What we offer	• Salary packaging options and conditions under the SCHADS Award Level 5 • Flexible part-time working hours (4 days/week) • A values-driven, respectful and progressive work culture • Professional development
Essential Requirements:	A satisfactory police check is required prior to commencing work with the ATDC.
Lived Experience:	We encourage applications from people with lived experience of alcohol and other drugs, Aboriginal and Torres Strait Islander peoples, LGBTQIA+ folks, people with disability, and people from diverse cultural backgrounds.

Competency Framework – Communications Officer			
Personal Attributes		**Relationships**	
Adapt and Respond to Change		Communicate Effectively	4
Display Resilience and Courage	3	Commitment to Customer Service	4
Act with Integrity	4	Influence and Negotiate	2
Manage Self	4	Work Collaboratively	3
Results		**Business Support**	
Deliver Results	3	Finance	1
Plan and Prioritise	3	Technology	3
Think and Solve Problems	3	Procurement and Contract Management	1
Demonstrate Accountability	3	Project Management	2
People Leadership and Management		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 - Foundational	
Lead, and Develop People	2		
Inspire Direction and Purpose	3		
Optimise Business Outcomes	3		
Manage Reform and Change	2		

It is agreed that these are the primary requirements for the position of the Digital and Communications Lead. However, there is an expectation that this position may perform, or learn other duties, as required by the ATDC.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and the CEO therefore the entire document will be considered during any performance assessment.

Employee Signature _____ Date _____

Digital and Communications Lead

Employer Signature _____ Date _____

Chief Executive Officer