



An Australian Government Initiative



YORKE AND MID NORTH

Communications Officer – fixed-term

Position Description

May 2026

Position Objectives

The Communications Officer is responsible for delivering the following objectives:

- To plan, create, coordinate and promote RDA Yorke and Mid North and its activities.

Key Responsibilities

- Develop strategic communications plans, content and materials for a range of external channels, working collaboratively with the team to proactively identify opportunities, mitigate risk and resolve issues.
- Develop and tailor communications content and materials to respond to the needs and preferences of a diverse range of external audiences, using specific channels and content strategies to deliver effective, efficient, relevant and impactful communications.
- Evaluate the effectiveness of communications activities against outcomes, monitor feedback and satisfaction to ensure the continual improvement of communications design and delivery.
- Coordinate the development of case studies and testimonials in digital media that support the strategic direction of the organisation.

Person Specification

Interpersonal Skills

- Strong communication skills
- Effective organisational skills
- Excel at working in a team environment
- A can-do attitude
- Attention to detail; and
- High degree of ability to work unsupervised.

Qualifications and Experience

- Formal (accredited) qualifications in marketing, communications or business are highly desirable
- Demonstrated experience in communications.
- A high level of computer literacy, including relevant design packages and communications tools including but not limited to:
 - Office 365 suite
 - Mailchimp
 - Canva
 - Facebook, Instagram, LinkedIn
 - Trybooking
 - WordPress

Special Conditions

- Fixed term contract of 6 months to cover maternity leave, with the possibility of extension to 12 months
- Some out of hours work may be required
- The position involves some within-region travel
- The incumbent must hold and retain a current Driver's Licence applicable for use in South Australia for the whole of the term of appointment.

Organisational Relationships

REPORTS TO:	Corporate Services Manager
INTERNAL LIAISONS:	All staff
EXTERNAL LIAISONS:	Federal, State and Local government stakeholders Board Members Members of the business community, stakeholders' groups and local community