



Application Information Package

Digital Content and Publications Officer

Carpentaria Land Council Aboriginal Corporation (CLCAC) has an exciting new opportunity for a passionate and committed professional to join our organisation. Based in the thriving regional City of Cairns in Far North Queensland, surrounded by lush tropical rainforest and on the doorstep to the World Heritage listed Great Barrier Reef and Daintree Rainforest, this opportunity offers the perfect work-life balance, with travel to the lower Gulf of Carpentaria in outback Queensland.

About us:

CLCAC was established over 38 years ago in Burketown to represent the rights & interests of Traditional Owners. Our members are drawn from nine language groups whose traditional lands & waters are located in the southern Gulf of Carpentaria. As the recognised Native Title Service Body for the Southern Gulf of Carpentaria region, CLCAC performs statutory functions in accordance with the provisions of the Native Title Act 1993. An elected Board determines the Organisation's priorities and monitors the progress of native title applications and oversees operational activities and general governance.

CLCAC supports native title, PBC capacity & economic development and land & environment programs in and around Burketown, Normanton, Gregory and Mornington Island. We have an exciting opportunity to join our organisation.

CLCAC Values:

- Unity
- Leadership
- Integrity
- Commitment

The Opportunity:

As the Digital Content and Publications Officer, you will be working under the direction and supervision from the Senior Finance Officer; coordinate development and distribution of CLCAC's key publications, manage and monitor CLCAC's website and social media platforms and coordinating the creation of content in a safe, professional and timely manner.

What we offer:

The position is a full-time position and may involve irregular travel throughout the southern Gulf of Carpentaria region:

- Salary Range: \$73,086 to \$84,266 (Level 4.1 to Level 5.1 Corporate Administration Salary) per annum depending on qualifications and experience;

- CLCAC is a Private Benevolent Institution: Salary Sacrifice arrangements and Meal Entertainment Benefit are available;
- Generous Leave entitlements including 5 weeks annual leave and up to two weeks paid Christmas shutdown;
- Generous Long Service Leave entitlement of 13 weeks after 7 years of continuous service.
- On-site Parking

Eligibility / Skills / Qualifications / Experience:

Essential:

- High level skills in the use of Microsoft Office (Word, Excel, Outlook, Publisher)
- High level skills in the use of Adobe Creative Suite, especially Indesign
- Experience developing Publications to a high standard
- Experience maintaining websites and Social Media Platforms, creating and updating content
- Detail-oriented, with strong organisational and time management skills; and
- Capable of working independently and as part of a team in a fast-paced environment
- Open C Class Driver's licence.

Desirable:

- Certificate IV in Digital Media, Certificate IV in Social Media Marketing and Communication or equivalent
- Prior experience working with First Nations People
- Passion for staying abreast of all media trends and an intuitive understanding of First Nations culture; and
- An innovative thinker with a strong visual aesthetic and a passion for storytelling

Attributes:

- Leads by example
- Able to communicate effectively both verbally and in writing to a diverse range of people
- Able to use initiative and think creatively to solve problems
- Able to adapt in a changing environment and be flexible
- High attention to detail
- Ability to work well under pressure, prioritise tasks and meet deadlines; and
- Committed to goal achievement.

Key Responsibilities

Content Creation and Management of Digital Media

- Oversee the redevelopment of CLCAC's website, including procuring a suitable website developer in accordance with CLCAC's procurement policies for the engagement of consultancies, coordinating content edits and new content creation and end to end management of the project through to completion and sign off
- Assist with the ongoing maintenance of and content creation for CLCAC's Website
- Assist in the development of content and management of CLCAC's Social Media platforms, including Facebook, Instagram and YouTube



- Develop and maintain a CLCAC photo library to centralise storage and ensure easy access of CLCAC's digital media
- Assist with the development and implementation of CLCAC's *Social Media Strategy*
- Assist with the development and implementation of a *Photo Approval Procedure and Checklist*

Publications:

- Using the existing Template, assist with compiling and drafting CLCAC's quarterly newsletter, including collecting information and photos from all departments, obtaining final edits and approvals from Senior Management, liaising with the printer and coordinating distribution to staff and CLCAC members/stakeholders
- Coordinate the preparation and publication of CLCAC's *Annual Report*
- Coordinate the preparation, publication and distribution of CLCAC's Annual Calendar
- Assist with the development and production of other CLCAC Publications as requested from time to time, including, but not limited to reports, brochures, flyers and posters ensuring the use of CLCAC logos, design elements and fonts are consistent with CLCAC's approved Style Guide at all times

General Administration:

- *Participate as a member of the Cairns Corporate Services Team, including being a member of the Cairns Phone Hunt Group, provide break and leave cover for the Cairns Reception from time to time as required to greet and announce visitors and assist with bulk mail outs, including newsletters and other publications as required*
- *Any other tasks as lawfully and reasonably requested from time to time by either the Senior Finance Officer, Deputy CEO/Corporate Services Manager or CEO in a timely and efficient manner*

Tash – do you think we need to have these 2 sections? ♀ (up) ♂ (down)

Compliance:

- *Comply with CLCAC's Policies and Procedures and Occupational Health and Safety Plan;*
- *Take reasonable care for your own and other's health and safety;*
- *Comply with any instructions given to you to ensure health and Safety in the Workplace;*
- *Use equipment correctly and promptly report any identified faults, hazards, incidents or injuries to your supervisor;*
- *Complete incidents or accident reports and submit to your supervisor as required.*

To Apply:

If you consider that this role is for you, then we want to hear from you. Applications must be submitted directly to hr@clcac.com.au by the closing date and must include:

1. A covering letter outlining your experience, qualifications and why you think you would be the most suitable person for this role (2 pages) – *please provide brief examples where you have undertaken similar work (Your thoughts Tash);*
2. A current resume, including the names and contact numbers of two referees (no longer than 4 pages).

Qualified Indigenous persons are encouraged to apply.



Please ensure your application is marked 'Private and confidential' and addressed to:

People and Payroll Officer
Carpentaria Land Council Aboriginal Corporation
PO Box 6662
Cairns QLD 4870
Or email to: hr@clcac.com.au

Applications close 5pm AEST Monday 20 August 2023

Should you have queries or would like to receive the Position Description in full, please contact Natasha (People and Payroll Officer) to discuss on 07 4041 3833.

