



## POSITION DESCRIPTION

**Job Title:** CICA Communications Officer  
**Salary:** Contract Payment of \$3405 incl GST per month all inclusive  
**Term of Employment:** Part Time (20 hours per week) from 1 January 2012 to 30 June 2012  
**Application Closing Date:** 7 November 2011 5pm AEDST

**Contact:** Bernadette Gigliotti, CICA President      **Phone Number:** 03 9810 6408

## DUTIES

- develop and implement a strategic communication plan;
- manage the CICA website in consultation with members and stakeholders to ensure that it is up to date, intuitive, easy to navigate and user-friendly;
- communicate with CICA, its member organisations, stakeholders and the public via a wide range of media, including via new technologies;
- assist the Executive Officer in the development and advancement of long term relationships with CICA member organisations, key stakeholders and external agencies in relation to communication matters;
- support and represent the views of the President and member associations;
- report to CICA on communications as required;
- operate and conduct business in accordance with the CICA Policy and Procedures Manual;
- ensure all documentation and communication is cleared by the CICA President and/or the CICA Executive.

## KEY SELECTION CRITERIA

### Essential

- Tertiary Qualification or a Qualification assessed as comparable by AEI-NOOSR in Communications or comparable work force experience in a communications role;
- Computer literacy with superior knowledge of and experience in using the Microsoft Office suite of programs;
- Personal drive and the ability to work independently and as a member of a team, often to strict time lines;
- Demonstrated ability to manage priorities in an environment of limited resources; and
- Well developed interpersonal, communication and negotiation skills (both verbal and written).

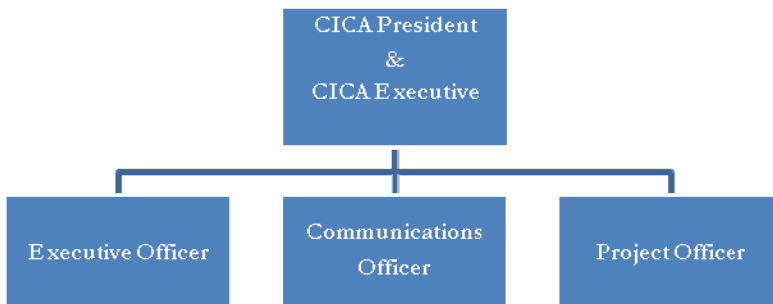
### Desirable

- Familiar with and able to use CMS Made Simple.

## KEY COMPETENCIES

- critical thinking and problem solving skills
- planning and organizing
- decision-making
- communication skills
- influencing and leading
- delegation
- team work
- negotiation
- conflict management
- adaptability
- stress tolerance

## Reporting Relationships



## OTHER RELEVANT INFORMATION

- This description is indicative of the range of position requirements.
- The position comprises other duties as required and directed by the CICA President.

# Information for Applicants

*Thank you for your interest in an employment position with the Career Industry Council of Australia (CICA). The following information is provided to assist you should you wish to apply for the position.*

- As the national peak body, Career Industry Council of Australia's vision is to enhance participation and productivity by advocating the individual, social and economic benefits of quality career development for all Australians.
- In your application, you should provide statements which address all the **Key Selection Criteria** specified in the job description. You should also provide Curriculum Vitae of your work history.
- Please include the names and contact details of **two referees** to support your application. A contact phone number during business hours should also be included.
- Applications should arrive by 5pm AEDST on Monday 7 November 2011.  
  
They should be marked **CONFIDENTIAL** and be sent to:  
  
**Bernadette Gigliotti**  
**President**  
**CICA**  
**Unit 3, 192B Burwood Road**  
**Hawthorn VIC 3122**  
  
or, via email to: [bernadette.gigliotti@cica.org.au](mailto:bernadette.gigliotti@cica.org.au) with the position title in the subject heading.
- The successful applicant will be required to serve a three month period of probation.
- Questions regarding the role of the position should be directed to the CICA President.
- Conditions of Employment include:
  - ✓ Monthly contract payment upon receipt of an ATO compliant Tax Invoice.
- Please note that the receipt of your application **will not be acknowledged**. You will be contacted if you are successful in gaining an interview and all applicants will be formally advised of the outcome at the completion of the selection process.
- The CICA actively encourages behaviours consistent with the following values:
  - ✓ client focus,
  - ✓ achievement orientation,
  - ✓ integrity,
  - ✓ teamwork,
  - ✓ open and honest communication,
  - ✓ creativity and innovation,
  - ✓ accountability,
  - ✓ personal growth.
- CICA is an Equal Opportunity Employer.