



OFFICE OF THE PREMIER

POSITION DESCRIPTION

Role: Digital Communications Advisor **Name:** Exempt Sch.3(10)
Supervisor: Lee Anderson **Level:** A06/4

As the Digital Communications Advisor you will provide specialist advice to the Premier and implement effective social media strategies to promote the Premier and government initiatives.

Your key accountabilities:

- Provide expert professional advice to the Premier and Principal Media Advisor/Senior Media Advisor on managing social media;
- Update, maintain and respond to questions on social media platforms, including Facebook, Twitter and You Tube;
- Produce and distribute video messages, press conferences and other video content;
- Liaise with departmental officers in relation to the development of websites and online content;
- Identify and report on likely media issues by monitoring social media; and
- Provide training and guidance to other Ministerial offices and Members of Parliament in social media strategy and use.

Performance indicators:

- Achieve and maintain a following of 10,000 people on Facebook and Twitter;
- Update social media platforms at least 3 times a week; and
- Respond to valid questions on Facebook within 3 days.

The right person for this job will be able to:

- Effectively apply a working knowledge of social media platforms and a knowledge of the Queensland political system to inform and influence (**Communication, social media**);
- Use video and photography and editing skills to produce video messages (**Video and photography skills**);
- use expert writing skills in a variety of settings and styles, sensitive to the context and the impact of the message (**written communication**);
- Undertake research, monitor social media issues and develop and implement social media strategies to provide solutions (**problem solving**);
- maintain composure and respond positively and appropriately in dealings with the public on social media platforms (**dealing comfortably with the public**);
- build constructive and effective relationships with clients and peers (**interpersonal skills**); and
- prioritise and use time effectively in order to deliver on a broad range of activities (**time management**).

House Rules

For the official website of the Premier, visit: www.thepremier.qld.gov.au

While the Premier's Facebook Team attempts to answer all questions, this may not be possible. If you wish to receive a formal or detailed response, please email the Premier.

By contributing to this page you have agreed to adhere to the following Comment Code of Conduct.

Comment Code of Conduct

While this is an open forum, it's also a family friendly one, so please keep your comments polite. When contributing, do not post any material that contains:

- hate speech
- profanity, obscenity or vulgarity
- comments that could be considered prejudicial, racist, inflammatory or encourage illegal activity
- nudity or offensive imagery in profile pictures
- defamation
- name calling and/or personal attacks
- promotion of a product, business, company or organisation
- comments that infringe on copyrights
- spam comments, including the same comment posted repeatedly
- comments that are off topic
- personal information about you or another individual (including identifying information, email or home addresses or phone numbers)
- false representation of another individual, organisation, government or entity

Violation of the Comment Code of Conduct may result in the user being banned from making further comments or posts on this page. Decisions to delete content or ban users are made at the administrator's discretion and will occur without notice.

The appearance of external links or websites does not constitute official endorsement. All links posted will require approval before they appear on the page.

We request that all users adhere to Facebook's Community Standards (<https://www.facebook.com/communitystandards>) and Terms of Use (<https://www.facebook.com/legal/terms>) when posting on this page.

We understand that social media is a 24/7 medium, but our moderation capabilities are not. Inappropriate posts and comments will be removed as soon as possible.

To contact the page administrators about a decision, contact the Office of the Premier.

Privacy

The Office of the Premier may collect and use some of your information and does not accept any liability as a result of any material posted on Facebook.

The Office of the Premier abides by the Queensland Information Privacy Act 2009. Because our site is accessible to anyone on the internet, you should not post any comments that are private or that you do not want to be used and viewed by others. You are solely responsible for any legal or other repercussions that occur as a result of any comments you may post on the site and the Office of the Premier can assume no responsibility or liability which may arise from your comments.

The Office of the Premier may collect and use the information you provide on Facebook to support the planning and improvement of the Office of the Premier's core services and in accordance with our recordkeeping responsibilities. Additionally, in providing you with products and services, we may disclose your comments or posts to relevant third parties, such as relevant Ministers or Departments. We cannot control the information that Facebook collects.

For more information, see:

Our privacy policy: premiers.qld.gov.au/tools/privacy.aspx

Facebook's privacy policy: facebook.com/about/privacy/

Released under RTI/DPS

From: Julie Collins <Julie.Collins@premiers.qld.gov.au>
Sent: Wednesday, 11 September 2013 1:26 PM
Subject: Information Session for Ministerial staff and Departmental Liaison Officers

Importance: High

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Calendar

Good afternoon

Information sessions are to be held for all Ministerial staff members and Departmental Liaison Officers (DLO's) on the activities of the Queensland Fixated Threat Assessment Centre (Q-FTAC). Q-FTAC was established in July 2013 to assess threats to Queensland Public Office Holders (POH) by fixated persons, many of whom have an untreated mental illness. Q-FTAC facilitates intervention including mental health treatment for fixated persons, and by doing so reduces the risk posed by these individuals to themselves, the POH and the wider community.

The information sessions for ministerial staff will provide advice regarding fixated behaviours, indicators of fixation, the role of Q-FTAC and the process associated with reporting to Q-FTAC.

You are required to attend one of the following sessions:

Session One - Monday, 25 November 2013

Time: 12.45pm for 1.00pm start, concluding 3.00pm
Venue: Dandiiir Room, Parliamentary Annexe, Alice Street.

OR

Session Two - Wednesday, 27 November 2013

Time: 9.45am for 10.00am start, concluding 12noon
Venue: Dandiiir Room, Parliamentary Annexe, Alice Street.

OR

Session Three - Friday, 29 November 2013

Time: 9.45am for 10.00am start, concluding 12noon
Venue: Dandiiir Room, Parliamentary Annexe, Alice Street.

OR

Session Four - Monday, 2 December 2013

Time: 12.45pm for 1.00pm start, concluding 3.00pm
Venue: Dandiiir Room, Parliamentary Annexe, Alice Street.

OR

Session Five - Wednesday 4 December 2013

Time: 9.45am for 10.00am start, concluding 12noon
Venue: Dandiiir Room, Parliamentary Annexe, Alice Street.

Please check your diaries and advise me by email julie.collins@premiers.qld.gov.au of the session you will be attending. Your response is required no later than Friday, 27 September 2013.

Attendance is compulsory. If you are unable to attend you are to advise Kylie Jacobson, Acting Deputy Chief of Staff of your non-attendance and the reason.

Julie Collins

Manager, HR
Ministerial Services
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Email: julie.collins@premiers.qld.gov.au

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