

## Position Description: Communications Team Leader

<b>Business Group</b>	Corporate
<b>Reports To</b>	General Manager Corporate
<b>Direct Reports</b>	2
<b>Date</b>	August 2025

### Business Group Structure



### Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

### Communication Activities

1. Assess, advice and assist in proactively managing emerging issues, ensuring that the management team are appropriately briefed.
2. Develop, plan and manage corporate project communications strategies and ensure that they are undertaken in a timely manner and within budget.

3. Develop, plan and manage internal communication activity across the organisation.
4. Proactively advise, liaise and support staff, stakeholders and customers on all communication, community engagement processes and other related matters.
5. Develop and maintain strong relationships with internal and external stakeholders to manage communications activity and ensure expectations are met
6. Develop, implement and review communication processes and policies.
7. Analyse statistics and compile accurate reports.
8. Provide a high quality and effective service that is responsive to community and Council needs with a focus on continuous improvement.

### **Media**

1. Responsible for all media liaison and support to Timaru District Council and others at the discretion of the Chief Executive
2. Work collaboratively to develop a corporate media strategy to build strong connections with the media and community.
3. Develop and manage the pitching to media channels.
4. Develop and drive social media and content campaigns supporting workplace efforts.
5. Produce and quality assure all communications materials, including press releases, media alerts, noticeboards, newsletters, social media content and other communications documents.

### **Emergency Management**

1. Direct and control communication as Public Information Manager for Emergency Management.
2. Be actively involved in Civil Defence Emergency Management when required.

### **Leadership**

1. Manage daily operations to ensure safety and customer satisfaction
2. Effectively convey vision, ideas, goals and issues
3. Train and develop team to meet performance goals
4. Promote team work, inter-department co-operation and knowledge sharing
5. Give and receive constructive feedback
6. Effectively utilises technical skill capacity and knowledge of team members
7. Works with team to develop technical solutions to new or highly complex problems
8. Quickly and effectively addresses road-blocks, issues or problems

9. Enhanced awareness and knowledge of methods and techniques used by TDC to gain insight, plan, and make decisions
10. Supports process improvements and resource optimisation
11. Generate and suggest ideas to contribute to unit cost saving strategies and execute initiatives

#### **Other**

1. Actively engage in setting own goals and objectives.
2. Assist with other duties as reasonably required by the General Manager Corporate.
3. Proactively lead the continuous development of health and safety culture and practices through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
4. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
5. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously create a team culture that is consistent with the overall organisation's values and above the line behaviours.
6. Commitment to the principles of the Treaty of Waitangi

#### **Formal Qualifications / Training / Experience**

<b>Minimum Qualification</b>	Bachelor Degree in Communications or equivalent.
<b>Desired Qualification</b>	Postgraduate studies in Communications or Media
<b>Minimum Experience</b>	5 years communications experience
<b>Desired Experience</b>	5+ years communication experience and/or local or central government experience.

#### **Key Competencies / Skills / Knowledge**

- Proven ability to absorb and simplify large amounts of complex information
- Ability to see the big picture
- Credibility and the ability to influence
- Ability to adapt and respond to rapidly changing environments
- Outstanding writing, communication, presentation and editing skills

- Excellent attention to detail and accuracy
- Advanced computer and technology skills
- Strong project management skills
- Knowledge of emerging and established social media technologies, platforms and channels
- Advanced written, verbal and non-verbal communication skills.
- Ability to lead and develop team to fully utilise skill and technical capacity, to achieve individual, unit and organisational goals.
- Sound working knowledge of unit function/s with the ability to support process improvement.
- Effective written, verbal and non-verbal communication skills.
- Ability to give and receive constructive feedback.
- Excellent computer skills in the Microsoft Windows environment, knowledge of Excel is a must.
- Knowledge of standard business and financial process and terms.
- Ability to problem solve and self-manage.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

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**General Manager Corporate**

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**Communications Team Leader**

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**Date**

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**Date**