

**Role type**

Permanent, full-time

**Salary**

\$103,225 - \$111,960 p.a.

**Location**

Government House Queensland,
Paddington

**Contact**

Name – Freya Petersen
Principal Communications Officer
Telephone: (07) 3858 5726

**Job ad reference**

QLD-679587-26

**Closing date**

6 March 2026

Working relationships

Reports to: Principal Communications Advisor

Direct reports: Nil

Team size: 10 plus Honorary Aides-de-Camp,
Volunteer Guides and Speech Writers

About us

As an independent entity, the Office of the Governor provides best practice, quality advice and support to the role of the Governor and provides efficient and effective stewardship of the Government House Estate.

Our team

The Engagement team leads the strategic planning, facilitation and communication of the Governor's program of engagements to best support Her Excellency to fulfil her constitutional, ceremonial, and civic responsibilities and achieve organisational objectives.

Our values

Flexibility – we strive for continuous improvement, innovation, learn from experience and are agile and resilient.

Leadership – we will assume responsibility and foster participation.

Teamwork – we achieve more and produce better results when we work as a team.

Integrity – we value honesty, authenticity, diligence and discretion in all our activities.

Respect – we value diversity and what it can contribute.

Communication – we communicate effectively and share knowledge to promote harmony and trust.

Communications Officer (AO5)

The Communications Officer supports Principal Communications Advisor and the Director, Engagement in delivering high-quality communications, media, and digital content that promote and protect the reputation of the Governor and the Office of the Governor.

The role contributes to the planning, development, and implementation of communication activities and digital content, ensuring they align with the Office's strategic framework and uphold the dignity and visibility of the Governor's constitutional, ceremonial, and civic responsibilities.

Key accountabilities

Content Creation

- Coordinate the preparation of communications deliverables, including remarks, messages, publications, media alerts, and other written materials, ensuring they meet specified standards and deadlines.
- Assist in editing and proofreading for tone, style, and accuracy consistent with the Governor's voice and the Office's standards.

Digital and Social Media Management

- Contribute to the development and execution of a digital content strategy across the Office's website and social media platforms.
- Create, curate, and publish engaging written and visual content that communicates the Governor's program and strategic priorities to Queenslanders.
- Conduct photography and videography to support the Governor's program and social media presence, including basic editing and post-production as required.
- Provide on-the-ground communications support, including on regional travel, as required.

Event and Program Support

- Support the planning, promotion, and delivery of events and community engagement activities.
- Manage logistics and communications for the Government House Light Up Program and associated awareness campaigns.

Research and Briefing

- Prepare and peer-review research and briefing materials, working closely with the broader team to ensure they are fit for use, including in Remarks and other public-facing communications.

Stakeholder Engagement

- Liaise and collaborate with members of the Engagement team and other internal and external stakeholders to coordinate workflow, facilitate information sharing, and ensure deliverables are delivered on time and to a high standard.

Media & Analytics Monitoring

- Monitor current affairs, media, and digital engagement and provide meaningful reports, insights, and recommendations.

Administrative Support

- Provide administrative and communications support to the Engagement Team as required, including supporting record keeping compliance, filing, and digital asset management.

Professionalism and Values

- Take personal responsibility for work outcomes, act professionally to uphold the Office's values, and promote a culture of excellence within a positive and productive work environment.



Role requirements

What we are looking for

Strong written and verbal communication skills with demonstrated ability to draft and edit high-quality content for diverse audiences.

Experience creating and managing digital and social media content using contemporary tools and analytics.

Ability to coordinate multiple projects and deadlines while maintaining attention to detail and quality.

Experience providing communication and administrative support in a fast-paced environment.

Proficiency in photography, videography, and basic editing (e.g., Adobe Creative Suite, Canva, or equivalent).

A team player who thrives in collaborative small team environments, demonstrating initiative and sound judgment.

Qualifications Technical/educational

A relevant qualification and/or experience in communications, journalism, public relations, digital media, or equivalent experience in a related discipline.

Other

The role may require work outside standard business hours to support official functions and events.

Behavioural competencies required

The Office is committed to leadership at all levels. You will contribute to setting the tone for the rest of the organisation and be required to display the following leadership behaviours:

Lead strategically – Prioritise projects and tasks efficiently, in line with team commitments. Seeks and shares customer feedback to support the refinement of planned activities. Monitor and report on progress and results and ensure alignment with the Governor's and Office's strategic objectives.

Stimulate ideas and innovation – Seek feedback and suggestions from staff and stakeholders and apply creative thinking and problem-solving skills to resolve issues and enhance outcomes.

Deliver customer service excellence – Recognise and address the needs and expectations of internal and external customers and provide a high-quality service that meets their expectations.

Build enduring relationships – Proactively build effective working relationships with key stakeholders and facilitate cross-functional collaboration to achieve strategic outcomes.

Drive accountability and outcomes – Take responsibility for your own actions and decisions and seek guidance and support when needed. Contributes to the development of team objectives and recognises own role in achieving results

Guideline for Applicants

How to apply

You can apply for this role by completing the Smart Jobs questionnaire, providing a one-page cover letter outlining your interest in the role and a detailed resume highlighting your relevant skills and experience (three to four pages recommended) via the Smart jobs and careers website at www.smartjobs.qld.gov.au

If you experience any difficulties submitting your application:

- Prior to closing – contact 13 QGOV (13 74 68)
- After closing – contact the person on this role description.

Further information

Further information about the Office of the Governor and the recruitment and selection process can be found in the accompanying Applicant Guide.