



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Finance & Treasury

DIVISION/SECTION: Inland Revenue Division - Support Services Section

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-10236

MINISTRY VACANCY REF:

POSITION TITLE: Senior Communications Officer

POSITION LEVEL: L8/9

SALARY RANGE: \$56,046.65 - \$69,291.91

THIS POSITION REPORTS TO: Team Leader Communications

THIS POSITION SUPERVISES: Nil

SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to provide strategic advice, leadership and reporting on the economic reforms, monetary, budget, and fiscal policy to the Solomon Islands Government. Across the public service, the ministry is responsible for the financial reporting, preparing and managing the annual recurrent budget.

The Solomon Islands Inland Revenue Division supports the Ministry in fulfilling its mandated responsibility by maximising the annual revenue collection to ensure the ministry's objectives are met and most so to improve the lives of all Solomon Islanders.

The position of Senior Communications Officer is to assist the Team Leader Communications with the leadership, coordination and management of internal and external communications for IRD. The key duty is the implementation of IRD's internal and external communication strategies. This includes developing content for internal communications such as memos, newsletters and the intranet site and developing content for external communication channels such as social media platforms, website, and media relations. The role includes providing guidance to communications officers on their work as well as coaching and developing their skills.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Assist the Team Leader Communications in leading the team to deliver the Communications team workplan and monitoring staff performance and attendance.
2. Participate in developing the annual workplan for the Communications team.
3. Coach and develop Communications Officers in communication practices and policies.
4. Work with the team to develop and improve standard operating procedures and focus on continuous improvement.
5. Develop and deliver high quality communications advice and products both internal and external.
6. Provide guidance and quality assurance over communications strategies and products.
7. Engage and collaborate with IRD leaders and external stakeholders on communications required.
8. Demonstrate exemplary leadership for all IRD staff by consistently displaying integrity through leading by example in attendance, dress code, behaviour at work, and fostering a positive, engaging attitude while setting and upholding high expectations of integrity and professionalism.
9. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

The occupant of this position will have their performance assessed according to following key deliverables:

1. Supporting the Team Leader in leading the effective delivery and achievement of the Communications team workplan.
2. A collaborative team culture that fosters a unified sense of purpose, where every team member feels empowered to take ownership of their responsibilities and contribute actively to the team's collective success.
3. Coaching and development for Communication Officers provided to ensure high quality strategies developed and implemented for internal and external communications.
4. Modern communication methods including digital communications tools are being used to improve engagement with taxpayers and staff.
5. Contribution to efficient and effective work processes and policies and outcomes measured to ensure communications work is meeting the needs of key stakeholders.
6. Active engagement with key stakeholders in development of communications strategies, policies and products supported by information and training.
7. Taxpayers are well informed, and engagement improved as evidenced by increases in voluntary compliance and taxpayer survey results.
8. Staff engagement is increased.
9. Maintenance of high levels of professionalism and integrity in the workplace.
10. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications:

Bachelor's degree or diploma in business marketing, communications or administration and a minimum of 3 years relevant work experience.

Desirable Qualifications:

Completion of any short-term training on communication and marketing.

Capabilities Required:

1. Leadership and management skills and experience.
2. Understanding of and experience in developing and implementing communications and marketing strategies, good practice communication processes and modern communication channels and how to use them effectively.
3. Ability to coach and develop team members in communication strategies and tools.
4. Ability to foster teamwork and build collaborative relationships.
5. Customer service and relationship management skills.
6. Verbal and written communication skills.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC1.** Leadership and management skills including promoting teamwork, coaching, and developing staff and managing workload to ensure delivery of communication outcomes.
- KSC2.** Strong ability to develop and implement effective communication strategies.
- KSC3.** Strong understanding of and ability to apply modern communication practices.
- KSC4.** Well-developed skills in verbal and written communication.
- KSC5.** Well-developed stakeholder and relationship management skills.
- KSC6.** Ability to analyse data, information and undertake research.
- KSC7.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.
- KSC8.** Demonstrate a commitment to gender equity in the workplace.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$2,155.64 - \$2,380.26

Annual Salary: \$56,046.65 - \$69,291.91

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- 10% housing allowance is paid per fortnight if housing is NOT provided.
- 22.5% special duty allowance paid per fortnight based on annual salary.
- Annual leave fares and travel expenses.
- 7.5% Superannuation.

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

.....
Permanent Secretary/Responsible Officer

12/8.....
Date Approved

Additional Comments:

Approved

