



Corporate Communications Officer

Working for the future of our state

August 2025

HORIZON
POWER

PROTECTED

Position Title	Corporate Communications Officer (S7000H05)		
Division	People, Safety & Governance	Business	Corporate Affairs & Stakeholder Relations
Leader Title	Manager Corporate Communications	Location	Bentley
Level	6	Direct reports	None
Horizon Power’s purpose and link to this position	Delivering clean energy solutions for regional growth and vibrant communities with our shared purpose, values and empowering beliefs drive our culture. This role contributes to the Horizon Power Purpose by creating and delivering communications materials and activities that align with the corporate strategy and support the executive team in delivering engaging communication initiatives. The role also involves coordinating effective and strategic communications, building professional credibility and mutual trust with key stakeholders, and providing best practice communications advice and support.		
Position requirements			
<ul style="list-style-type: none">• Travel to regional WA as required• WA Driver's License Class 'C' or 'C-A'• Reasonable additional hours• Responsibilities outlined below are indicative only and do not limit Horizon Power in assigning additional responsibilities within the employee’s competency, experience, knowledge, and qualifications			
Responsibilities – Our Ways of Being			
Internal communications	<ul style="list-style-type: none">• Support Manager Corporate Communications in shaping and delivering engaging and informative campaigns, via channels such as physical and virtual roadshows, digital communication campaigns, and other internal initiatives• Support delivery of Horizon Power’s core internal communication activities including intranet, publications and video content• Support delivery of Horizon Power’s project communication needs through key message development and effective communications plans• Support delivery and implementation of effective solutions to manage internal digital channels and content• Support the Corporate Communications team in creation of creative written and visual content for a broad audience that engages, inspires and informs our people• Guide internal stakeholders in consistency of voice, language in communication and engagement activities to support our values and help deliver on our purpose• Build influential relationships to proactively identify content from across the business, to engage our people on key business initiatives		
Team support	<ul style="list-style-type: none">• Support the Corporate Communications team and division to protect and enhance Horizon Power’s reputation and to deliver on the strategic purpose and goals• Support other expert areas, such as government and media relations, and stakeholder engagement within the broader communications team as required		
Reporting and data insights	<ul style="list-style-type: none">• Analyse and review corporate communication channels and provide proactive advice on improvement opportunities• Periodic reporting, measurement and evaluation of key activities and initiatives to demonstrate return on investment, success against objectives, and alignment to corporate strategy		
Stakeholder relationships – Leading purposeful change	<ul style="list-style-type: none">• Develop and maintain strong, effective working relationships with key stakeholders• Internal: Corporate Affairs team, Horizon Power Divisions and subject matter experts, Executive Assistants and project teams• External: Various specialist providers, Contractors, Project Managers		

Qualifications	
Education	<ul style="list-style-type: none"> • Tertiary qualifications in Communications, Journalism or related discipline are mandatory • Digital marketing and/or change management experience would be highly valued for the role
Experience	<ul style="list-style-type: none"> • Demonstrated experience across a broad range of communications disciplines • Demonstrated experience in generalist communications role in medium to large organisations • Experience with stakeholder engagement and collaboration to drive communication initiatives
Key skills and abilities	<p>Essential</p> <ul style="list-style-type: none"> • Well-developed writing and content creation skills with strong attention to detail • Ability to prioritise and handle multiple tasks simultaneously and proactively based on emerging business needs • Ability to collaborate and work with multiple different stakeholders to deliver engaging and informative internal and external communication materials <p>Desired</p> <ul style="list-style-type: none"> • Knowledge of and ability to use Content Management Systems and Adobe Creative Suite • Knowledge of the energy industry and/or Government Trading Enterprises (GTEs)
Competencies	
Thought	<ul style="list-style-type: none"> • Makes Decisions: Making good and timely decisions that keep the organisation moving forward • Balances Stakeholders: Anticipating and balancing the needs of multiple stakeholders • Innovates: Creating new and better ways for the organisation to be successful
Results	<ul style="list-style-type: none"> • Action Orientated: Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm • Ensures Accountability: Holding oneself and others accountable for meeting commitments
People	<ul style="list-style-type: none"> • Collaborates: Building partnerships and working collaboratively with others to meet shared objectives • Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Self	<ul style="list-style-type: none"> • Instils trust: Gaining the confidence and trust of others through honesty, integrity and sincerity • Self-Development: Actively seeking new ways to grow and be challenged, using both formal and informal development channels • Situational Adaptability: Adapting approach and demeanour in real time to match the shifting demands of different situations