



MSF Sugar Pty Ltd is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

Internal Communications Business Partner

Applications are invited for the position of Internal Communications Business Partner to join the MSF Sugar team. This is a part-time position, located at our Corporate Office in Gordonvale, which is approximately 20km south of Cairns.

The Internal Communications Business Partner position forms part of the corporate team and plays a key role in partnering with all internal business groups/divisions to manage, coordinate and deliver internal communications for MSF Sugar.

This position will see you take control of the organisations internal communications and has the key objective of creating high quality, impactful and timely content for internal audiences. You will be required to stay up to date with current projects and initiatives within MSF Sugar. The role will help drive consistency in company messaging and look for opportunities to amplify the message across our internal channels to support effective change management plans driven by projects and initiatives.

MSF Sugar offers a supportive and positive team environment. This is an exciting opportunity to be part of a major player in Australian agribusiness.

Applicants may be required to undergo pre-employment medical and drug and alcohol testing.

Further information can be found on our website or by contacting:
Jason Hajinakitas – General Manager – Operational Excellence
Phone: 0417 211 387
Email: jasonhajinakitas@msfsugar.com.au

To apply, click 'Apply for this job' via SEEK.

Applications close on **Thursday, 20 December 2018.**



POSITION DESCRIPTION

POSITION TITLE:	Internal Communications Business Partner
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POSITION AUTHORISATION

INCUMBENT:	TBA (Signature) (Date)
PREPARED BY:	Jason Hajinakitas General Manager – Operational Excellence (Signature) (Date)
APPROVED BY:	Mike Barry Chief Executive Officer (Signature) (Date)

POSITION DEMOGRAPHICS

Business Group/Division:	Operational Excellence
Reports Directly to:	General Manager – Operational Excellence
Reports Indirectly to:	
Subordinates:	Nil
Team Membership:	Corporate Communications
Work Site:	Corporate Office – Mulgrave Mill
Job Status:	Part-time (3 days per week)
Qualifications/Experience:	Tertiary qualifications plus five (5) years’ experience in a similar role.

POSITION PURPOSE

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AUTHORITY TO ACT

In accordance with the company Delegations of Authority policy.

KEY RELATIONSHIPS **(Internal & External)**

The Internal Communications Business Partner supports the Executive and Senior Management team to ensure that key projects and initiatives are communicated to the workforce. This position also supports the workforce in sharing internal success stories, such as awards won, funds raised, and events participated in. To achieve this, additional relationships need to be established with:

- Executive Leadership Team
- Operational Excellence Team
- Business Development Managers
- Mill Managers
- MSF Sugar Employees

KEY RESULT AREAS

Areas	Elements
Communications	Correspond with internal stakeholders to keep them informed of MSF Sugar business operations in a consistent manner. Create strategies to increase employee awareness and promote alignment with overall MSF Sugar strategies.
Safety Compliance	Teams working to safe systems of work.
Controllable Costs	Aid in the development of communications to suitable targets.
HR/People	Ensure team members adherence to policies and procedures relating to communications and branding and define the standard of behaviour by which personnel should follow. Actively source newsworthy stories across the organisation by engaging with employees, especially senior management and skilled technical employees.

SKILL REQUIREMENT

Areas	Elements
Enabling Skills	Tertiary degree in Communications or in a related discipline. Advanced creative writing and communication skills across various channels. Keyboard Skills. Microsoft Word, Excel and Outlook operation.
Essential Skills	Ability to work quickly and independently, but ultimately as part of a team. Team Leadership. Problem Solving – Investigation, Analysis and Decisiveness. Compliance with Policies and Procedures. Planning – Prioritising. Attention to Detail.
Desirable Skills	Ability to enlist cooperation. Self-organised. Handle Conflict. Reliability. Administration.

GENERAL

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of MSF Sugar and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.