



Position title:	Communications and Engagement Coordinator – Operational Projects
Department:	Development
Team:	Community and Stakeholder Engagement
Reports to:	Manager Stakeholder Engagement
Direct reports:	N/A
Location:	Melbourne
Document review date:	July 2024

Role overview

The External Communications Coordinator will support engagement with our project neighbours, community groups, Community Consultative Committees and other key stakeholders on operational Projects. They will also help implement benefit sharing plans for operational projects.

Part of a growing stakeholder engagement team, this role will:

- Coordinate communications across our operational projects
- Support the project engagement leads in coordinating meetings and other engagement activities across our operational projects
- Assist project teams in the development of communications collateral such as newsletters and fact sheets
- Drafting fact sheets, brochures, and other collateral materials.
- Ensuring consistent messaging across all project-related content.
- Facilitating communication with local communities, government bodies, and environmental organizations.
- 'Managing benefit-sharing commitments, including sponsorship program and reporting progress
- Organizing community events, site tours, and educational sessions.
- Promoting the positive impact of our renewable energy initiatives.

Key Accountabilities

The key accountabilities are outlined in the table below.

ACCOUNTABILITES	KEY ACTIVITIES & OUTPUTS
Support the operations Team	<ul style="list-style-type: none"> ● Coordinating engagement activities on operational projects ● Assist in the administration of benefit sharing plans for operational projects
Community Engagement and representing	<ul style="list-style-type: none"> ● Answer enquiries and complaints, arrange one-on-one meetings with local residents to discuss project specifics



ACCOUNTABILITIES	KEY ACTIVITIES & OUTPUTS
projects in the local area	
Preparation and provision of project information	<ul style="list-style-type: none"> • Prepare public information including newsletters, presentation materials, media releases, website updates, and other relevant briefing materials as required
Project management	<ul style="list-style-type: none"> • Maintaining accurate project records including updating and managing the relevant project stakeholder contact databases • Providing accurate and timely information about communication activities to the team to enable organisational reports to be produced, as required
Ensure best practice	<ul style="list-style-type: none"> • Work in accordance with established Tilt Renewables practices and systems, and best practice engagement guidelines • To review project processes and practices to ensure adherence

Key Relationships

This role will work closely with:

Tilt Renewables stakeholders:

- Stakeholder engagement team
- Operational team

External stakeholders:

- Local government
- Community facilities
- Peak bodies and interest groups
- Neighbouring landholders
- Local residents
- Traditional Owners

Skills and Experience

This role requires the following:

- Experience drafting community communications
- Experience of liaising with local communities and stakeholders
- Experience working in a multi-disciplinary team and liaising with different internal subject matter experts'

Qualifications

- Tertiary qualification will be well regarded
- Minimum of two years of experience in communications coordination role
- Experience in community engagement, community relations, stakeholder management in the renewable energy or relevant other industry

- Valid driving licence

Key Competencies and Capabilities

Capabilities	Competencies
<ul style="list-style-type: none">• Occasional domestic travel to other asset / site locations• Occasional work outdoors in potentially harsh conditions• Occasional driving long distances required for remote site visits	<ul style="list-style-type: none">• Collaboration• Customer Focus• Drives Results• Plans and aligns• Communicates effectively• Ensures accountability• Instils trust

About Tilt Renewables

Tilt Renewables aims to be the leading developer, owner and manager of renewable energy generation assets in Australia. With 1.7 GW of Operational Assets and a pipeline of over 5GW we are well positioned to achieve this.

We are proudly Australian with strong brand recognition known for developing and operating, high quality assets in Australia with a long-term owner's perspective. With a significant pipeline of development opportunities, we have an appetite for growth.

Our approach is to adopt a pragmatic view of the development, asset operation and energy market functions focussed on optimising customer, investor, employee and community outcomes. This requires agile and effective decision making and outstanding execution of opportunities.

Credibility in the eyes of our investment stakeholders as well as strong relationships with our customers, key suppliers, contractors and the communities we operate in are critical to Tilt Renewables' success. Tilt Renewables has corporate offices in Melbourne and Sydney and a rapidly growing capable team of approximately 100 employees who are able to apply themselves to any issue or opportunity, regardless of functional structure.

We are committed to a customer centric renewable energy solution, building on our enviable track-record, experience, and reputation.

Our Vision

Our vision ***to drive the transition to renewables through everything we do*** focuses on us helping create the world we want to be part of and to look for those opportunities in everything we do.

Our Values

Developed by our team to reflect what matters most to us, our values are simple, unequivocal, and focused on how we generate a difference – for our business, for our people, for our investors and for the communities we work with.

We are People Powered | We Get It Done | We Lead

Our Investors

Tilt Renewables has three key investors:

- Future Fund (40%),
- QIC (40%); and
- AGL (20%)