

Disclaimer

Please be advised that this resource has been prepared by the Aboriginal Health and Medical Research Council of NSW (AH&MRC) to broadly meet the needs of AH&MRC's Member Organisations. This resource is a general guide and will need to be amended to suit your particular organisation.

AH&MRC cannot guarantee that this resource will meet all the requirements of your individual organisation and may not be relevant to particular patients or their circumstances. AH&MRC strongly recommends that you undertake your own independent skill or judgement or seek appropriate professional advice relevant to their own particular circumstances when so doing.

INTELLECTUAL PROPERTY AND COPYRIGHT

Unless otherwise expressly stated, the copyright of this resource is owned by AH&MRC. This resource may only be used by AH&MRC's Member organisations and cannot be used for any other purpose or by any other organisation or group.

This resource must not be published or replicated without AH&MRC's written permission. All other rights are reserved.

LIMITATION OF LIABILITY

AH&MRC takes reasonable steps to maintain the accuracy of information available in this resource, however, some or all of the information is current at the date of the first publication, and may, from time to time, be amended, or become superseded or otherwise inaccurate. AH&MRC is not responsible for ensuring that the information contained within this resource is accurate, current, suitable or complete, and offers no guarantee that this resource will meet your organisation's or particular patients needs.

Accordingly, where conditions and warranties implied by law cannot be excluded, the AH&MRC limits its liability where it is entitled to do so. Otherwise, AH&MRC, its employees and agents are not liable for any loss or damage (including consequential loss or damage) to any users of this resource, however caused, which may arise directly or indirectly from this resource.

GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

Interview Guide – Digital Communications Coordinator

Position: Digital Communications Coordinator

Organisation: [Insert ACCHS Name]

Panel Chair: [Name]

Panel Members: [Names]

Date: [Insert date]

Applicant: [Name]

1. Introduction (for the Interview Panel to read aloud)

Thank you for coming in today. Before we start, we would like to acknowledge the Traditional Custodians of the land on which we meet and pay our respects to Elders past and present.

This interview is for the position of Digital Communications Coordinator with [ACCHS Name]. Today we want to learn more about your experience in digital media, communication, cultural awareness, community engagement, and how you can support our organisation's public image and online presence.

We will ask you questions about your digital communication skills, strategic thinking, creativity, cultural understanding, and ability to work collaboratively. Please take your time when responding, we may take notes during your answers.

Do you have any questions before we start?

2. Interview Panel Instructions

- Ensure at least one Aboriginal panel member is present.
- Use yarning-style, conversational questioning where appropriate.
- Avoid interrupting or rushing responses — allow silence and reflection.
- Focus on strength-based assessment (what they bring, not just what's missing).
- Note examples and assess responses using the rating scale.

3. Rating Scale (Example)

Score	Description
5 – Excellent	Exceeds expectations, provides strong, relevant examples.
4 – Very Good	Meets expectations, gives clear and thoughtful responses.
3 – Satisfactory	Adequate response, limited examples but some understanding.
2 – Limited	Superficial or incomplete understanding.
1 – Unsatisfactory	No relevant experience or understanding shown.

4. Core Interview Questions

1. Can you tell us about yourself and what led you into Digital communications?

| 1 | 2 | 3 | 4 | 5 |

2. What does “culturally respectful communication” mean to you in a digital context?

- *Prompt:* Prompt: Can you share an example of how you've created culturally safe or community-focused content?
- *Indicators:* Acknowledges cultural protocols, seeks consent, uses appropriate imagery/language, avoids stereotypes, prioritises community safety and dignity.

| 1 | 2 | 3 | 4 | 5 |

3. What does “Aboriginal Community Controlled Health” mean to you, and how does this shape communication?

- *Prompt:* Why is community control important in how stories and information are shared?
- *Indicators:* Understands self-determination, values community voices, recognises importance of trusted, community-driven messaging.

| 1 | 2 | 3 | 4 | 5 |

4. Tell us about your experience managing digital platforms or communications.

- *Prompt:* What platforms or tools have you worked with (website CMS, Facebook, Instagram, analytics, Canva, Adobe, etc.)?
- *Indicators:* Confident using digital tools, understands scheduling, audience engagement, analytics, visual design, and campaign planning.

| 1 | 2 | 3 | 4 | 5 |

5. What is your approach to creating engaging online content?

- *Prompt:* Can you give an example of a campaign, post, or project you are proud of?
- *Indicators:* Creativity, strategic thinking, ability to tailor content to audience, strong storytelling skills, awareness of trends.

| 1 | 2 | 3 | 4 | 5 |

6. How do you ensure accuracy and quality when publishing digital content?

- *Prompt:* What steps do you take to fact-check, proofread, or review information before posting?
- *Indicators:* Strong attention to detail, follows approval workflows, understands reputational risk, checks cultural permissions.

| 1 | 2 | 3 | 4 | 5 |

7. Tell us about a time you had to manage a fast-paced or high-pressure communication task.

- *Indicator:* Calm, organised, meets deadlines, prioritises effectively, communicates clearly with supervisors.

| 1 | 2 | 3 | 4 | 5 |

8. What does good communication mean to you when representing an Aboriginal organisation online?

- *Prompt:* How do you make sure your messaging is respectful, strengths-based, and community-focused?
- *Indicators:* Clear communication, cultural respect, community voice, positive framing.

| 1 | 2 | 3 | 4 | 5 |

11. Why do you want to work with us?

12. What do / would you enjoy most about working in an Aboriginal organisation or with community?

13. Where do you see yourself professionally in the next few years?

Do you have any questions for us?

HR POST-INTERVIEW CHECKS

Item	Notes
References (x2)	
Working with Children Check	
National Police Check	
Start Date Availability	
Confirmation of Role (Fulltime, part time etc)	
Disclose of any health conditions that may affect duties	

5. Scoring

/ 40

Comments and Interview Reflection

6. Panel Summary and Recommendation

Strengths	Development Areas	Recommendation
		[Appoint / Consider / Not Suitable]