

# Town of Claremont Information Pack



Position	Community Safety Officer
Closing Date	Friday 17 December 2021
Salary	Approximately \$81,000 per annum (including shift penalties) + 11% superannuation 8 week roster, with shifts spread 6am to 12pm across 7 days of the week 1 week out of every 8 weeks off

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level.

The Community Safety Officers are responsible for enforcing local laws as well as providing a mediation role to assist the business community, locals and visitors to Claremont. Officers will have the opportunity to apply their skills and training across a range of areas including animal control and management, vehicle management, community education and safety as set out in the position description. On occasion you may assist the Town's Parking Officers with parking related duties.

This is a seven day a week position with hours spread between 6am and 12pm. Current shifts are 6am – 2.30pm, 8am – 4.30pm and 3.30pm – midnight and are spread evenly amongst the team on a rotating 8 week roster. Officers currently have 5 days in every 8 weeks off, in addition to other 2 day breaks between cycles.

You will be required when working nights to drive a Town vehicle and ensure security of the Town administration building and perform other security patrols of Council buildings and reserves and within the Town of Claremont as required. The Town provides all officers with a body-worn cameras and on the job training.

The successful applicant will have completed Municipal Law Enforcement A & B, with completion of or progress towards Regulatory Officer Compliance Skills (ROCS) 'Part 1 & 2' and have an excellent working knowledge of relevant legislation including the Dog Act 1976, Cat Act 2012, Litter Act 1979, Local Government Act 1995, Control of Vehicles (Off-road areas) Act 1978, and Bushfires Act 1954. The successful applicant will also be highly motivated, a team player and able to negotiate and resolve conflict in an effective and sensitive manner.

A driver's licence, police and medical clearance are essential to this position.

**Applications close 17 December 2021. All queries to Jill Sargeant, Manager Human Resources.**

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## Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

## What your application must include

### Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

### Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

## Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at [employment@claremont.wa.gov.au](mailto:employment@claremont.wa.gov.au)  
Alternatively, applications may be mailed to:

Attention:  
CONFIDENTIAL  
Chief Executive Officer  
Town of Claremont  
PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.



# Benefits of working at the **Town of Claremont**

## Remuneration & Conditions

- Competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



## Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars.



## Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

