

# Town of Claremont Information Pack



Position	Community Safety Officer (casual positions)
Closing Date	N/A, ongoing casual opportunities
Salary	\$45.10 per hour (including 25% loading)
Queries	Jillian Sargeant – Manager Human Resources

The Town of Claremont is a boutique 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 Town is looking for a pool of Community Safety Officers to assist casually and during events held at the Royal Agricultural Showgrounds. Key responsibilities of the position include:

- Assisting with special events held at the Royal Agricultural Showgrounds and in the Town.
- Carrying out patrols and inspections for the purpose of enforcing the Town's Local Laws.
- Issuing cautions and infringement notices.
- Wearing and operating Body worn cameras.
- Being respectful, helpful, courteous and maintaining good relations with the general public.
- Liaising with police, event promoters and community groups.
- Assist with traffic management when required

## About You

Candidates must have completed Municipal Law Enforcement A & B (with completion of or progress towards Regulatory Officer Compliance Skills (ROCS) 'Part 1 & 2'). Candidates must be able to take direction and work as part of a team. Your core values will mirror the Town's values including respect, integrity, quality communication and excellent customer service.

The role requires significant periods of walking. Applicants must be able to obtain a medical and police clearance. Ability to work weekends including nights is essential for this role. Your core values will mirror the Town's values including respect, integrity, quality communication and excellent customer service.

The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

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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.

