

# Town of Claremont Information Pack



Position            Graphic Designer

Salary             \$85,000 per annum + 11% super  
Part-time role, 7 days across a fortnight  
Hours flexible (0.74FTE)

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 Town prides itself on its consistent and clear branding coupled with creative and appealing design work. An opportunity for a highly motivated designer to undertake this exciting role has recently become available.

Working to brief specifications, the successful person will be responsible for creating designs, to support effective communication of the Town's services and facilities. This work will be integrated into the production of the Town's digital and non-digital communications channels.

This is a fast-paced role for an experienced designer who likes working with a team of innovative, likeminded individuals.

**To be successful in this role you will have:**

- Recognised tertiary Graphic Design qualifications.
- Demonstrated relevant work experience.
- Comprehensive knowledge of design software on a Mac platform such as the Adobe Creative Suite – specifically InDesign, Photoshop, Illustrator, Acrobat and web CMS
- Comprehensive knowledge of publishing/printing/photographic industry processes and the ability to provide quality press-ready artwork of a high standard.

The successful candidate's core values will mirror the Town's values of respect, integrity, quality communication and excellent customer service.

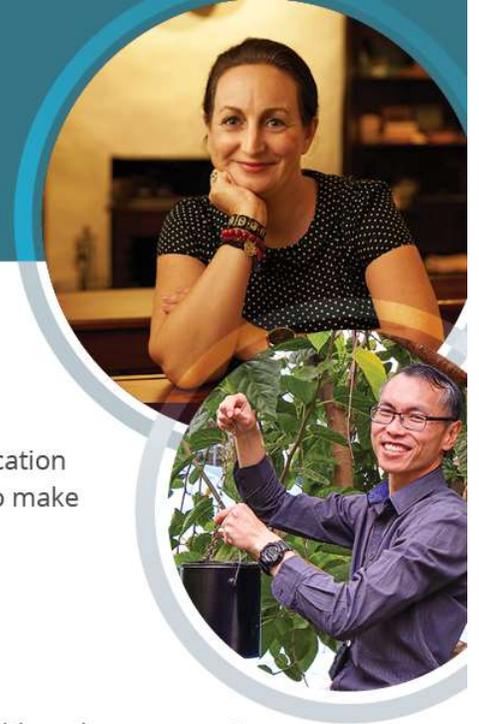
The Town offers great benefits such as additional superannuation contributions, free parking, an on-site gym, free access to the Aquatic Centre and health and wellbeing programs.

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.

**Applications close Monday 3 October at 5pm.**

**Please direct all queries to Chey Fitzsimmons, Human Resources Assistant.**

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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.

