

Town of Claremont Information Pack



Position	Manager Community Engagement
Salary	\$92,107.58 - \$105,925 per annum + 11% super + co-contribution option Full time position with Rostered Day Off (RDO)

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.

About the role

This is an exciting opportunity for a highly organised and experienced communications specialist who knows the importance of brand development. Working closely with the CEO, this individual will oversee the communications and marketing functions for the Town.

This is a highly varied role. In addition to managing the day-to-day functions of the Community Engagement team, the Manager will be responsible for:

- assisting in the development of corporate communications such as annual reports and strategic plans.
- creating high quality written and visual content for the town's publications.
- coordinate and manage the Town's online and digital media strategies and releases.
- overseeing the coordination and running of the Town's community events program; and
- strengthening relationships and identifying new community partnerships for the Town.

About You

The ideal candidate will have management experience and tertiary qualifications in communications or similar field and be an innovative and creative thinker with the ability to translate ideas into actions. You will have excellent project management experience and demonstrated strength in building and maintaining stakeholder relationships.

The incumbent will mirror the Town's core values, and will have high attention to detail, high levels of customer service and have the ability to work under pressure.

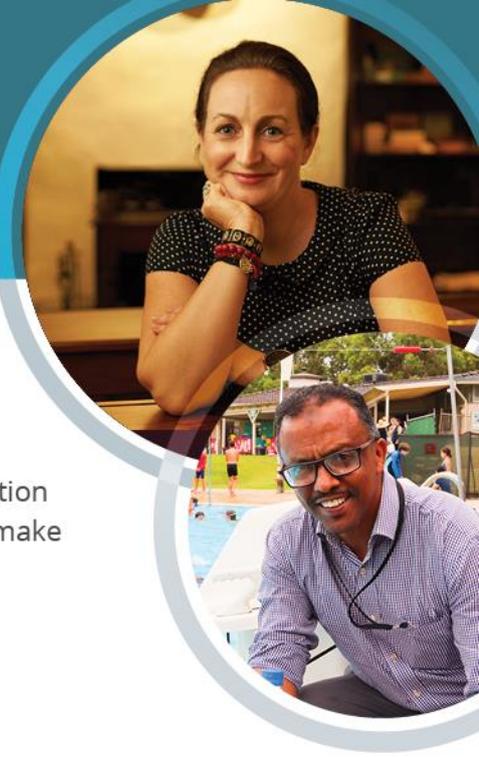
In addition to competitive remuneration and options for super co-contribution, the Town also offers great benefits such as free parking, an on-site gym, free access to the Aquatic Centre and health and wellbeing programs.

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.

Please direct all queries to Jillian Sargeant, Manager Human Resources.

Applications close Monday 17 January 2022.

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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
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.

