

# Town of Claremont Information Pack



Position	Corporate Communications Officer (full-time)
Salary	Salary range \$78,200 - \$83,600 + up to 13.5% superannuation Flexible working arrangements are available.

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 is seeking a driven and imaginative Corporate Communications Officer who will oversee the gathering, writing, and editing content for the Town's communications tools, such as Flourish magazine, the website, social media, media releases and responses, speeches, the annual report, and other related marketing and communications materials.

Other key duties of the position include:

- Assist in producing timely and high-quality publications and marketing material by researching, and writing relevant and appropriate content that reflects and enhances the Town's corporate image.
- Write, edit, and proof content for the Town's quarterly community magazine and annual report publication.
- Prepare speeches, statements, and responses for the CEO and Mayor as required.
- Provide data analysis on social campaigns.
- Contribute to media relations for the Town, including the promotion of services, activities and programs.
- Organise and attend media photoshoots and interviews in collaboration with the Executive Assistant.
- Put together the layout and source and develop content for the Town's regular e-newsletter and print alternative.

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.

The Town will require you to provide a COVID certificate evidencing proof of vaccination where required for your position by State Government Directions or as per any Town Policy or Procedure.

**Applications close 13 December at 5pm. Please direct all enquiries to Tanja Riesch, Manager Human Resources.**

**Early applications are highly recommended as the Town will interview suitable candidates prior to the closing date.**

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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.

