

**INFORMATION PACKAGE
COMMUNICATIONS OFFICER
(SHARED SERVICES)**





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ADVERTISEMENT

COMMUNICATION OFFICER

- Permanent Full Time Position (76 hours per fortnight)
- Local Government Industry Award 2020 – Industrial Agreement (Level 9-1 – Level 9-3)
- Cash component \$72,598.24 - \$82,983.07 per annum (based on qualifications and experience)
- 11.5% Guaranteed superannuation plus up to an additional 6% matching employer contribution
- 20 days annual leave (pro-rata) and 2 days Public Service Leave

About the Shire of Chittering

The Shire of Chittering is located 56km north east of the Perth CBD and covers a geographic area of 1,200km² with over 5,400 residents. The Shire consists of three townships: Bindoon, Muchea and Wannamal; together with three other localities – Mooliabeenee, Chittering and Lower Chittering. Our dedicated team of approximately 60 employees, based in Bindoon (just 30 minutes from Ellenbrook), is committed to fostering a positive and collaborative work culture. We offer diverse opportunities for professional growth and development.

About the Shire of Victoria Plains

The Shire of Victoria Plains is in the central wheatbelt of Western Australia 135 kms north-east of the City of Perth and only an hour and 15 minutes from Ellenbrook. Traditionally and predominantly a prosperous farming district, the Shire has four towns: Calingiri, Bolgart, Yerecoin, Piawaning and two settlements: Gillingarra and Mogumber. The Shire also boasts Australia's only Monastic Town, New Norcia, which welcomes approximately 70,000 visitors to the town each year. Even though the Shire has a small population, it is filled with community energy and enthusiasm, making it a special place to live. The Shire is committed to diversity and inclusion within our workforce.

About the Position

The Shire of Chittering and the Shire of Victoria Plains are seeking a Communications Officer who has advanced level of communication and problem-solving skills and has a minimum of three years' experience working in a corporate communications role. Your core functions include communicating with and informing diverse stakeholders in an effective manner; and development of communication materials (e.g. social media posts, website content, speeches, publications etc.), pro-active and strategic media engagements that are informative, clearly communicated and completed in a timely manner.

About You

The successful candidate will ideally have exceptional organisational skills, time management, problem solving and interpersonal skills while modelling a can-do attitude and is a collaborative team player. The successful candidate will have (although not limited to):



- Tertiary qualification in Communications or similar or min. 3 years' experience in a similar position.
- Advanced skills in professionally written and oral communications.
- Experience in developing and implementing strategic communications plans.
- Established relationships with mainstream media networks.
- Understanding the relationships between the three-tiers of government and the critical importance of clearly communicating the Shire's priorities to achieve outcomes for the community.
- Highly developed skills in use of relevant software programs, digital tools and social media.
- Current "C" class Driver's licence.
- The right to live and work in Australia and a National Police Clearance.
- The ability to work at two locations, Shire of Chittering and Shire of Victoria Plains.

Applying for this Position

For position details and application information, please refer to the Information Package at [Shire of Chittering Employment](#). Applications must include a resume, a cover letter addressing the selection criteria (max. 3 pages), and an Employment Application Form. **Applications are due by 9am, Monday 3 February 2025.**

We value diversity and are committed to providing an inclusive work environment where everyone is treated fairly and with respect. As an equal opportunity employer, we encourage applications from all backgrounds.

Late applications will not be accepted. For further information, contact Human Resources at chatter@chittering.wa.gov.au or call (08) 9576 4600.

Melinda Prinsloo
Chief Executive Officer
Shire of Chittering

Sean Fletcher
Chief Executive Officer
Shire of Victoria Plains

EMPLOYMENT CONDITIONS

Position	Communications Officer
Location	Shire of Chittering Administration Office, Bindoon Shire of Victoria Plains Administration Office, Calingiri
Industry Award	Local Government Industry Award 2020 – Industrial Agreement (Level 9.1 – Level 9.3)
Gross Salary	Cash Component \$72 159.19 - \$82 983.07
Tenue	Permanent Full Time Position
Hours of Work	76 hours per fortnight
Superannuation	11.5% Guarantee fee plus up to an additional 6% employer matching contribution as per Shire Policy 3.21 Staff Superannuation
Leave Entitlements	Four (4) weeks annual leave per year (pro-rata)
	Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period
	Other personal leave as set out in accordance with the Award.
Uniform	\$400 per annum.
Probationary Period	A six-month probationary period applies to this position
Pre-Employment Medical	Candidates may need to complete a health-assessment as part of their selection process
National Police Clearance	Required (dated within 3 months of the position closing date)

WHY WORK FOR THE SHIRE OF CHITTERING AND SHIRE OF VICTORIA PLAINS?

There are many employee benefits to working for the Shire of Chittering and Shire of Victoria Plains that may not be offered when working for a larger local government or organisation:

- You will likely be able to work on a diverse range of activities in a local government environment, which can develop your professional interests and growth.
- Opportunities to work with other disciplines/service teams on projects and/or activities provide a greater understanding and view of the integration of roles.
- Fewer links in the chain of command (authority and hierarchy) and, therefore, the potential to work with and/or communicate directly with senior roles.
- As a fast-growing local government, there comes the opportunity to be an integral part of the growth, including opportunities to identify and drive initiatives and improvements.
- With a small number of employees, there is a greater opportunity to build connections and relationships with others and be part of a workforce community and team.

POSITION DESCRIPTION

Shared Service - Communication Officer

TENURE	Full-time (1.0)	LEVEL	9.1 – 9.3
AWARD	Local Government Industry Award (2020) – Industry Agreement		
DIVISION	Office of the Chief Executive Officer		

POSITION OBJECTIVES

As the Communications Officer you will be responsible for delivering all media and communication activities across both Shires to effectively execute core marketing and branding strategies. You will be responsible for the coordination and engagement of the Shire's social media platforms, websites, advertising campaigns, media material and publications, communication materials and strategic initiatives. The position will focus on developing and promoting targeted media and communication campaigns, establishing and strengthening positive and open communication channels with internal and external stakeholders including but not limited to local media agencies, all organisational levels, partner agencies, relevant government departments, and the wider community.

KEY DUTIES / RESPONSIBILITIES

KEY AREAS	OUTCOMES
Communications & Marketing	<ul style="list-style-type: none"> • Develop communication strategies and plans with staff engagement (by collaboration where possible and appropriate) and support their implementation. • Write, edit, proofread, format, and distribute communication materials such as publications, press releases, website content, annual reports, speeches, and other marketing material as required. • Shire of Victoria Plains newsletter (this issued monthly except in January). • Collaborate with the Community Development Department regarding community groups, events and activities. • Ensuring communication materials are accurate, consistent, clearly communicated, and tailored to relevant target audiences. • Meeting publication production and reporting deadlines, prioritising as needed, including the Shire's 'Chatter' in the Northern Valley News and respective newsletters. • Overseeing Shire's Facebook page including reviewing and posting content and responding to comments and messages promptly. • Maintain the Shire's Website by reviewing, updating, and uploading content where required ensuring accessibility to current, accurate, and relevant information. • Oversee the Shire's branding and ensure alignment with the Shire's Style Guide. • Take Shire photos and obtain consent where necessary for promotional purposes.

	<ul style="list-style-type: none"> • Establish and maintain effective relationships with both internal and external stakeholders. • Oversee and implement the Communications Plan during emergency and recovery situations. • Collaborate with Economic Development and Tourism Coordinator to enhance tourism promotion efforts. • Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation. • Keep abreast of the latest developments and trends in communication platforms in a constantly evolving • environment, recommending and implement marketing tools and technology to meet changing needs.
Stakeholder Communications & Engagement	<ul style="list-style-type: none"> • Conduct business and stakeholder engagement in accordance with the IAP2 Public Participation Guidelines. • Shire of Victoria Plains communications plan and strategy that is based on IAP2. • Address stakeholder and staff enquiries. • Liaise and engage with stakeholders to build rapport, partnerships, networks and foster positive relationships with the Shire of Chittering and Shire of Victoria Plains. • Represent the Shire and support to Council advisory groups and committees as directed. • Attend stakeholder meetings on behalf of the Shire as required.
Budget Management	<ul style="list-style-type: none"> • Assist in planning, managing, and overseeing annual budgets for communication.
Administration, Record Keeping & Reporting	<ul style="list-style-type: none"> • Respond to administration requirements and maintain a high standard of record keeping. • Maintaining appropriate and timely records as per the Shire records management policy and protocols. • Prepare verbal and written reports/documents to Council and Executive Staff, and attend meetings as required. • Develop and improve operations procedures and guidelines, as required. • To apply the requirements of the Workforce Vision, Values, Corporate Accountability and Work Health and Safety.
Other Duties	<ul style="list-style-type: none"> • Deliver on other duties as directed by the CEO and/or Authorised Executive Managers.

EXTENT OF AUTHORITY

Operates under general direction of the Deputy Chief Executive Officer at the Shire of Chittering and under the Chief Executive Officer at the Shire of Victoria Plains within established guidelines, Procedures and Policies of Council, as well as statutory provisions of the various Acts and other Legislation.

ORGANISATIONAL RELATIONSHIPS

Responsible to:	Economic Development and Tourism Coordinator
Number of staff positions supervised directly:	0
Number of staff positions supervised indirectly:	0
INTERNAL	EXTERNAL
Chief Executive Officer, Executive Managers Other Staff Elected Members	Ratepayers General Public Government Departments Contractors

CORPORATE ACCOUNTABILITY

- To understand and work towards achieving the Shire's Community Vision and the objectives of the Shire's Strategic Community Plan.
- To behave in a professional, supportive manner and cooperate with fellow officers.
- To model behaviours which comply with the Shire's values and achieve high standard of service delivery to the organisation, customers and the community that aligns with the Shire's Customer Service Charter.
- To commit to a positive and productive work environment and culture that is respectful, takes accountability and works together as a team.
- Comply with the Shire's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of the Shire's resources (staff, equipment, finances and other) within the levels of accountability.

WORK HEALTH AND SAFETY

- To take responsibilities for safe working conditions including identifying and reporting hazards
- To utilize equipment and applicable resources appropriately and as per manufacturer/supplier's instructions.
- To protect the public, the environment, equipment and materials from injury, accidental loss or damage.
- To conform with statutory requirements as a minimum standard.

SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
Tertiary qualification in relevant discipline such as Communications, Public Relations, Marketing or minimum three years' experience in a similar position including duties and responsibilities		✓
Current 'C' Class Drivers Licence	✓	
Current National Police Clearance (within 3 months of application)	✓	
Accredited studies graphic or digital design or minimum three years' experience in professional publication and communications materials design		✓
SKILLS, KNOWLEDGE & ATTRIBUTES	ESSENTIAL	DESIRABLE
Communications (written and oral) are consistently of a high professional standard, informative and demonstrate attention to detail.	✓	
Communication materials are appropriately targeted to the intended target audiences in language, content, tone, format, appeal etc.	✓	
Communication materials adhere to applicable policies, legislative and regulatory requirements.	✓	
Community concerns and issues via social media and other public forums/channels are effectively responded to in a timely manner.	✓	
Software programs, digital tools and applications are utilized effectively and to a professional level (e.g. Microsoft office, Photoshop etc.)	✓	
Able to prioritise and put in place method of work to achieve multiple high priority deadlines and tasks for self and other	✓	
Delivering on simultaneous projects and adhering to set deadlines.	✓	
Highly developed problem solving and interpersonal skills.	✓	
Maintaining a high standard of record keeping	✓	
Provision of accurate, clear and responsive information during emergency management situations and recovery.		✓
Knowledge of relevant Local Government structure, function, legislative and statutory requirements and/or governing principles and standards.		✓
Demonstrated knowledge of project management principles and practices.		✓
Research skills, analytical thinking, lateral problem solving and initiatives are applied to complex/major projects and issues.	✓	
Stakeholder relations, partnerships and networks are supported and maintained ensuring the respective stakeholders are appropriately informed and engaged.	✓	



Government/statutory bodies' regulatory and legal requirements are sourced, reviewed and complied with as relevant to the role and economic activities.	✓	
Grant Applications and acquittals are well structured, provide required details, informative and timely.	✓	
Writing skills are of a consistently of a high professional standard, informative and demonstrate attention to detail.	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.	✓	

IMPORTANT APPLICATION GUIDELINES

1. CLOSING DATE

The Closing date and time for applications is **9am, Monday 3 February 2025**.

Previous applicants need not apply. Late applications will not be considered unless previous arrangements have been made and agreed upon.

2. EMPLOYMENT APPLICATION FORM

Please complete the Employment Application Form located on the Shire of Chittering's' Website Employment page and the Current Vacancies Position's Information page.

3. COVER LETTER / SELECTION CRITERIA

Cover Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. For you to be considered for short listing, the cover letter must also address the selection criteria that is listed in the position description. The Cover letter including Selection Criteria is to be a maximum of 3 pages.

Selection Criteria

The selection criteria are the most important part of your application, providing the opportunity to explain your suitability for the position by outlining your relevant experience against each point/number. Due to the number of items in the selection criteria, you need only address the essential criteria briefly, except for items in **bold**, which require more detail. It may be helpful to refer to the STAR (Situation, Task, Action, Result) method in preparing your responses.

4. RESUME/CV

Your resume/CV should include:

- Your personal details.
- Your contact details.
- Work history (with your current position first).
- Periods of employment.
- Position(s) held with details of the duties.
- Details of accredited and/or academic qualifications
- Details of at least two (2) work related references including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application; and

5. SUBMITTING APPLICATIONS

Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Council can take that into considering in selecting the best applicant.

Applications can be submitted by:

Email

chatter@chittering.wa.gov.au

**Confidential Application – Executive Assistant to Chief Executive Officer
Mrs Melinda Prinsloo
Chief Executive Officer**

6. EMPLOYMENT INFORMATION & CONTACT DETAILS

Equal Opportunity Employer

We recognise that we are strengthened by diversity and are committed to providing a work environment in which everyone is included, treated fairly and with respect. As an equal opportunity employer, we encourage all applications, as part of a diverse and inclusive workforce.

Employment Requirements

Interviews for the position will be held at the Shire of Chittering's Administration Office in Bindoon, unless a mutually agreeable location is confirmed.

Employment of the suitable applicant will be subject to:

- The right to live and work in Australia.
- National Police Clearance (within 3 months of position closing date); and
- A satisfactory Pre-Employment Medical Examination.

You will be compensated for the cost for both the National Police Clearance and Medical Examination subject to the Shire of Chittering receiving the paid invoice/s or receipt/s.

For more information about recruitment including the interview process refer to the Shire's Website Recruitment Process page.

7. SHIRE CONTACT

For further information please contact the Shire of Chittering Human Resource Department during office hours by phone (08) 9576 4600 or emailing chatter@chittering.wa.gov.au.

8. APPLICATION CHECKLIST

- Employment Application Form
- Cover Letter Addressing Position Description (max 3 pages)
- Resume
- Copies of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance.
- Submitted prior to the application close date and time
- Completed a separate application for each position (if applying for more than one)
- Retained a copy of the application for personal references.