



Communications and Engagement Officer

Reporting to the Marketing and Communications Advisor, the Communications and Engagement Officer will play a key role in delivering engagement and communications activities across the organisation.

This is a rare, part-time opportunity with flexible start and finish times.

About us

At the Town of Mosman Park, our people are at the heart of everything we do.

Each day, we are encouraged to work with purpose and passion so that together, we can shape the future of our Town and make a remarkable difference to our community.

Mosman Park is located approximately 14km from Perth and a stone's throw from Fremantle. Nestled between Cottesloe, Peppermint Grove, and North Fremantle; we are uniquely positioned between the picturesque Indian Ocean and the beautiful shores of the Swan River.

We are a small and vibrant local government, focused on connecting with our close-knit community between river and sea.

We are a values driven organisation proud to be serving our community with luscious green spaces and built environment. If you are looking to work with an organisation who truly believes their workforce is their most important asset and promotes a positive and friendly working environment then the Town of Mosman Park could be the workplace for you.

Things you'll be proud of:

- Working for an organisation that keeps our community at the heart of all we do.
- Being a positive brand ambassador for the Town of Mosman Park.
- Having values aligned to those of the organisation.

By joining us, you'll have access to amazing lifestyle benefits and entitlements to help you achieve your full potential:

- 17.5% leave loading, two extra days of leave each year
- Additional superannuation (subject to individual contribution)
- Flexible working arrangements
- Professional development opportunities
- Wellness programs, including an Employee Assistance Program
- Free parking, and close to public transport

The position

- 12 months fixed term
- Part time – 15.2 hours per week

Reporting to the Marketing and Communications Advisor, the Communications and Engagement Officer will play a key role in delivering engagement and communications activities across the organisation.

The role offers you a chance to channel your creativity and enthusiasm into a mission that will - internally - support and nurture organisational culture; and - externally – communicate and engage with impact to improve the quality of life for our residents.

You will be part of a small and supportive team passionate about creating and leading visionary change in the communications and engagement space. We are driven by a strong sense of purpose - communicating and engaging

in new and creative ways; and cultivating strong relationships internally as well as with the broader community to deliver upon the aspirations of our Strategic Community Plan.

Functions delivered by the team include organisational wide brand and reputation management, strategic marketing planning, communications activities (advertising, marketing, content, media, public relations); digital communication, issues and crisis management, and internal and external engagement. The range of functions delivered are all aimed at managing the Town's reputation and goals.

Applications are welcome from all walks of life. We know that when people from diverse backgrounds and with different points of view come together, the best work happens. With transformational communications and engagement projects in the pipeline at the Town, there's never been a more exciting time to join us!

The successful applicant will possess;

- Bachelor's qualification and/or relevant experience in Marketing, Public Relations or Communications
- Demonstrated ability to manage multiple projects while adhering to budget and timeframes
- Experience with Content Management Systems
- Experience with EDM programs such as Mailchimp or Campaign Monitor
- Experience with graphic design programs such as Photoshop and Canva
- Strong interpersonal, written and verbal communication skills
- A willingness and ability to work after-hours/weekends occasionally at events and during rostered social media monitoring (can be performed remotely)
- Current 'C' class driver's licence

The following would be desirable but not essential:

- Experience in a similar local government role would be advantageous

Please note: To be considered for your application, you must be able to produce examples or send a portfolio of written and creative work to demonstrate writing competency.

The recruitment process requires applicants to obtain a police clearance and undergo a pre-employment medical, including a drug and alcohol assessment.

The Town of Mosman Park also requires all employees to be fully vaccinated against COVID-19 by their start date to ensure the optimal wellbeing of our people. If you are applying for a role at Town of Mosman Park, please consider this requirement when submitting your application.

Salary Range: is depending on skills and experience. \$73,264 - \$80,889 per annum pro rata, plus superannuation.

Information: Human Resources on 9383 6600.

How to Apply:

To be considered for the role, applicants are required to submit the following:

- Written application including resume, cover letter and answer (in 200 words or less) the following question:
- *Drawing on illustrations from your working life, tell us why you are the best person for this position.*

Complete applications should be emailed to jobs@mosmanpark.wa.gov.au

Close Date: 5.00pm Tuesday 5 July 2022

The Town reserves the right to commence recruitment prior to this date.

Applicants are required to demonstrate a commitment to the Town of Mosman Park's ACE values of Accountability, Connection and Excellence.

The Town of Mosman Park has an inclusive working environment with employees from a variety of backgrounds. We acknowledge that diversity in the workforce, increases the effectiveness of teams. We welcome applications from

Indigenous people, workers of all ages, people with disabilities, people who identify as LGBTIQ and those from culturally and linguistically diverse backgrounds.