



Shire of  
**Nannup**  
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**Communications Officer**  
(Maternity Leave – Minimum 6 months, up to 12 months)

**Employment Information  
& Application Package**

**April 2024**

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# 1. POSITION ADVERTISEMENT

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## COMMUNICATIONS OFFICER

- **Part-time 6 to 12 month contract (36 hours per fortnight)**
- **9 day fortnight**
- **Gross Salary range: \$65,000 to \$75,000 per annum pro rata dependent upon skills and experience**
- **11% guaranteed superannuation plus up to an additional 5% matching employer contribution**

### Position Overview:

Applications are invited for a fixed term contract of a minimum 6 months, up to 12 months, maternity leave role for the part time position of Communications Officer at the Shire of Nannup.

The role will be supporting the Economic and Community Development Coordinator and Chief Executive Officer to deliver effective corporate communication and regular news stories to the public.

### Key Responsibilities:

- External communications including media enquiries, media releases and newsletters
- Develop and manage a strategic and targeted communications plan
- Manage the Shire social media platforms and website
- Develop communication campaigns for promotion
- Contribute to internal processes including customer service, risk management, occupational health and safety, and development and training

### Qualifications and Skills:

- Excellent verbal and written communication skills
- Knowledge and experience with social media platforms and engagement strategies
- Highly developed attention to detail and design
- Ability to use specific writing styles to deliver a strong corporate voice
- Organisational skills and the ability to prioritise tasks to fulfill approval processes

### How to Apply:

Interested applicants can obtain an employment information and application package from the Shire's website, [www.nannup.wa.gov.au](http://www.nannup.wa.gov.au), by contacting the Shire on (08) 9756 1018 or email [hr@nannup.wa.gov.au](mailto:hr@nannup.wa.gov.au).

Applications should be addressed to the Economic and Community Development Coordinator, Shire of Nannup, PO Box 11, Nannup WA 6275. Applications will be accepted via email to [hr@nannup.wa.gov.au](mailto:hr@nannup.wa.gov.au), via post, or in person to the Shire Administration building located at 15 Adam St, Nannup WA 6275.

For enquiries about the contact Nicole Botica, Community and Economic Development Coordinator, on (08) 9756 1018 or [hr@nannup.wa.gov.au](mailto:hr@nannup.wa.gov.au).

Applications are to be marked 'CONFIDENTIAL'; and submitted by email to [hr@nannup.wa.gov.au](mailto:hr@nannup.wa.gov.au) by 9am Wednesday 24 April 2024.

A handwritten signature in black ink, appearing to read 'David Taylor', with a stylized flourish extending to the right.

David Taylor  
Chief Executive Officer

## **2. INFORMATION FOR APPLICANT**

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### **Selection on the Basis of Merit**

The Shire of Nannup is an equal opportunity employer. All applications will be assessed against the same criteria included in the position description.

No application will be considered until after the advertised closing date at which time it will be assessed. Selection will be based on highest merit for the position, past experience and ability to perform the advertised position.

### **Application checklist**

Your application should include the following information:

- A covering letter.
- A copy of your current Résumé.
- Contact details of three employment referees.
- Signed Declaration Authorisation and Waiver (see 4 below)

Applications should not be submitted in plastic sleeves, binders or files. Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

### **Covering Letter**

Your application should contain a maximum three page covering letter describing your demonstrated suitability to the role in reference to the “**Essential Role Requirements and Desirable Role Requirements**” as stated in the position description.

### **Résumé**

You should attach a copy of your current resume, listing academic achievement, professional training, memberships, and relevant employment experience.

### **Referees**

You should include the names and contact details of at least three referees we can contact to provide information on your past work performance, preferably one to be current employer.

### **Submitting an Application**

Applications in hard copy should be marked “CONFIDENTIAL”, quote the position and addressed:

Economic and Community Development Coordinator  
Shire of Nannup, Adam Street,  
NANNUP WA 6275

Email applications will be accepted by [hr@nannup.wa.gov.au](mailto:hr@nannup.wa.gov.au)

Hand delivered application can be delivered at the Administration Building, 15 Adam Street, Nannup.

### **Pre-employment Medical**

The successful applicant will be required to undertake a pre-employment medical examination prior to commencement at the Shire’s expense.

## **Police Clearance**

The successful applicant will be required to undertake a pre-employment police clearance prior to commencement at the Shire's expense.

## **Shortlisting and Interviews**

Applicants will be shortlisted against a scoring matrix for interviews. Applicants will be contacted via telephone if they have made it to the next stage of the recruitment process.

### **Preparing for an interview**

To prepare for an interview, read the Position Description focusing on the Experience, Capabilities and Qualifications Required to fulfill the role.

- Think of examples of work situations where you would have applied the relevant skills and knowledge.
- Focus on the responsibilities of the position and think about how you would carry them out.
- Try to identify examples of your past experience that is similar, or skills that would be transferable to the position you have applied for.
- You will need to be able to identify the outcome and achievements of your past situations.

### **Interviews**

Interviews are held at the Nannup Shire Administration Office with a selection panel of up to three (3) members.

The interview is structured to achieve the following outcomes:

- Validate that you can perform specific duties and tasks.
- Assess whether the behaviours and competencies that you have demonstrated match with those required for the position.
- Assist the selection panel to assess your overall suitability for the position.

During interview the selection panel will write notes and assess your answers in response to the structured questions, ensuring the applicants are examined in objective and informed manner. Should you not understand the question asked during the interview, please seek clarification before answering. There will be an opportunity at the end of the interview to ask questions you may have about the position's requirements, working with the organisation or living in the area.

### **Referee and background checks**

If shortlisted following an interview, the referees you nominated will be contacted to further substantiate your application for the position.

For some positions, it may be necessary to verify the information you have provided such as qualifications or undertake certain pre-employment checks. All positions at the Shire require a national police clearance and pre-employment medical assessment.

### **Following Interviews**

The preferred candidate will be contacted via telephone with a verbal offer, followed by an agreed formal offer.

**Unsuccessful Application**

Unsuccessful applicants will be advised by email or via letter once a successful applicant has been confirmed.

For more information on the Shire please refer to the website at [www.nannup.wa.gov.au](http://www.nannup.wa.gov.au)

***Canvassing of Councillors or staff will disqualify an applicant.***

### 3. POSITION DESCRIPTION

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<b>Position Title:</b>	Communications Officer	<b>Reports to:</b>	Economic and Community Development Coordinator
<b>Department:</b>	Office of the CEO	<b>Responsible for:</b>	Nil
<b>Classification:</b>	Local Government Officers' (Western Australia) Award 2021	<b>Level:</b>	5/6
		<b>Salary Range:</b>	\$65,000 - \$75,000 pro-rata
<b>Tenure:</b>	Part Time, Fixed Term, Minimum 6 months, up to 12 months–maternity leave 36 hour fortnight		

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#### POSITION OBJECTIVES

- To coordinate and deliver up to date communication and regular news stories to the public through the Shire maintained resources and local media providers.
- To coordinate communication from Shire officers to the public.
- To maintain a high level of customer service to the community in keeping with the Customer Service Charter of the Shire of Nannup.
- To consult and inform other Shire of Nannup officers on administrative and specific matters pertaining to the position.
- To maintain the high level of tourism brand and visitor communication within the Shire of Nannup.

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#### RESPONSIBILITIES

##### External Communication

- First point of contact to triage all media enquiries (excluding emergencies).
- Organise and create media opportunities and schedule proactive media placements.
- Prepare media releases, community columns, regular newsletters, e-newsletters and quarterly bulletins.
- Build relationships with local media stakeholders.

##### Public Relations

- Develop and manage a strategic and targeted communications plan aligning with the Shire of Nannup Strategic Community Plan.
- Prepare messages from the CEO and Shire President for the Shire notices and other communications.
- Speech writing for community and civic events.
- Assist with the design and development of the Annual Report.



### Online Content

- Manage the Shires social media platforms and develop responses to public enquiries, in consultation with the CEO.
- Manage the Shire's website.
- Monitor social media identifying emerging issues or trends and provide advice to the CEO on risk management through communications.

### Promotion

- Develop communication campaigns through traditional and online media, including video content.
- Ensure the Shires style guide is adhered to for all external communications, promotion, signage and advertising.
- Assist in the development of content and design for advertising upcoming events and promotions.
- Assist in the development of content creation to sustain a high level of tourism attraction.

### Internal

- Respond to internal and external customer enquiries (front counter, telephone and written) relating to the position's area of responsibility as per the Shire's customer service charter, including supporting the team to deal with complex customer issues.
- Contribute to the development and implementation of risk management strategies in accordance with internal policy and risk management plans to reduce liability in all areas of risk.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work and ensure that Occupational Health & Safety responsibilities are met and promoted by complying with the Shire Occupational Health & Safety policies and procedures and relevant legislation requirements to maintain safe work practices and a safe working environment.
- Ensure all duties are carried out in a professional manner consistent with the Shire's Code of Conduct, staff policies and procedures.
- Undertake other activities including undergoing training and development as required for execution of the role.
- Work to foster a cooperative and harmonious team environment.
- Other duties as delegated by the Economic & Community Development Coordinator or Chief Executive Officer.

### Occupational Safety & Health Support

- Follow all Occupational Safety and Health guidelines, policies and procedures.
- Ensures that work-stations are maintained in a safe, clean and tidy condition, so that risk of accidents occurring is reduced to a minimum.
- Exercise a Duty of Care and the need to work in a safe and efficient manner, having regards to own safety and that of other workers.
- Monitor and report workplace hazards and accidents, in accordance with correct reporting procedures.

### Delegation Of Authority

- Works under limited direction of the Economic and Community Development Coordinator.
- Ability to work independently with minimal supervision.
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe in line with the Shire of Nannup's policies and procedures.
- Freedom to act limited by standards and procedures including confidentiality.
- Assistance readily available when problems arise.

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## **EXPERIENCE, CAPABILITIES AND QUALIFICATIONS REQUIRED TO FULFILL THE ROLE**

### **Essential role requirements**

- **Communication skills:** An ability to provide high-level strategic media and communications advice.
- Excellent verbal and written communication skills and the ability to develop concise, targeted messages to reach various audiences.
- Knowledge of and experience with social media platforms and engagement strategies.
- Highly developed attention to detail and design, ensuring messages and published content is accurate and professional.
- Ability to use specific writing style to deliver a strong corporate voice.
- Organisational skills and the ability to prioritise tasks to meet tight deadlines and fulfil approval processes.
- Strong computer literacy skills, including Microsoft Word and Excel.

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### **Desirable role requirements**

- Demonstrated experience in corporate communications or public relations.
- Previous experience in a Local Government.
- Demonstrated experience using graphic design programs such as Canva, Mailchimp and other platforms.

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### **Appointment Conditions**

- National Police Clearance

## **4. DECLARATION, AUTHORISATION AND WAIVER**

### **SHIRE OF NANNUP**

#### **APPLICATION FOR POSITION OF COMMUNICATIONS OFFICER DECLARATION, AUTHORISATION AND WAIVER**

I certify that all the information contained in this application and supporting information is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Shire reserves the right to verify all information in the application and that false or misleading information will be sufficient reason for my rejection as an applicant or my dismissal if appointed.

I authorise the Shire or its agents to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position and to check any information contained in my application for supporting information.

I also accept that any information obtained from any background check is strictly confidential and, subject to Freedom of Information provisions, I undertake not to seek any access or information concerning such checks.

NB: The Shire undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position. Any information obtained will be treated as strictly confidential by the Shire and its agents and will only be made available to the selection Committee/Council at the time, and for the purpose, of selecting the suitable applicant.

Signature: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Date: \_\_\_\_\_