



BOROUGH OF QUEENSCLIFFE

GENERAL APPLICANT INFORMATION – Communications Officer

1. GENERAL

The Borough of Queenscliffe is located in one of Victoria's premier coastal areas and is defined by unique environmental values, built heritage and maritime history.

Council is seeking to appoint a full-time **Communications Officer** to join its vibrant and community focused team.

This is an exciting opportunity for a talented communications professional to play a key part in Council's communications and community engagement activities, including taking the lead in communications on Council's websites, social media platforms and online services. It is a dynamic role with diverse responsibilities and real scope to contribute to the preparation of proactive communications material and events promotion.

You will have excellent writing and editing skills with outstanding attention to detail and ability to consistently apply writing style. Public sector experience would be advantageous.

2. CONDITIONS OF EMPLOYMENT

The position offered is 38 hours per week including a rostered day off (19 day month). Hybrid work arrangements (eg working some days from home) are available.

The salary range falls within Band 6 of the Borough of Queenscliffe Enterprise Agreement (\$84,600 – \$91,900 p.a.) plus superannuation guarantee.

Entitlements to annual leave, sick leave, long service leave and public holidays are in accordance with the Borough of Queenscliffe Enterprise Agreement No. 10, 2019.

Police check and working with children check

An offer of employment is conditional on the applicant obtaining a satisfactory Police Check and an employee Working with Children Check, both of which are to be organised by the successful applicant and reimbursed by the Borough of Queenscliffe. Please do not pay for a police check or employee Working with Children Check until you have been offered a position.

Visa/citizenship

To be eligible for appointment as an employee of Borough of Queenscliffe, you must be an Australian citizen or a permanent resident of Australia or have an appropriate current visa that entitles you to work lawfully in Australia. Council reserves the right to request proof of visa and/or citizenship status

3. INFORMATION TO BE PROVIDED WITH THE APPLICATION

- **Cover letter**
 - including full name, address, telephone number
 - and outlining your suitability for the position and why the position appeals to you
- **Copy of Resume / Curriculum Vitae (CV)**
 - including qualifications

- and details of relevant experience

- **Responses to Key Selection Criteria**

Key selection criteria

In addition to your cover letter and CV, we are expecting a one to two page document that addresses each of the key selection criteria listed in Item 12 of the Position Description.

For criterion such as:

- Current Victorian driver's licence

you can simply provide a short sentence such as: Full Victorian driver's licence obtained XX date.

For criterion such as:

- Well-developed organisational / time management skills.

We are expecting a paragraph or two that addresses how your experience demonstrates that you have the skills specified.

Each of the key selection criteria dot points listed in Item 12 of the Position Description should be addressed.

NB For this role, this includes providing a portfolio of social media posts, printed collateral or other material that demonstrates the applicant's ability to meet the key criteria.

4. HOW TO APPLY

Applications *must* respond to the key selection criteria (listed in Item 12 of the Position Description) and be submitted by email to recruitment@queenscliffe.vic.gov.au by **4:00pm on Monday 3 April 2023**. For further enquiries please contact Ms Makenna Bryon, Communications Coordinator, on (03) 5258 1377.

Please address your application to Ms Makenna Bryon with the job reference: CO2023.

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#### **Recruitment privacy statement**

The Borough of Queenscliffe is committed to the responsible handling of personal and health information collected as part of the recruitment process.

We collect personal information provided by you when you apply for a job with us. The types of information we may collect include:

- information from your resume or application form – including your name, address, contact details (such as phone numbers and email addresses), skills and other employment history details
- academic transcripts or qualifications
- referee details as provided
- information collected during the interview process
- other miscellaneous information that is disclosed by you

Information collected about you will only be used in relation to recruitment and selection processes and will not be disclosed to a third party without your consent, except as provided in this statement or otherwise required by law. Unsuccessful applications will be retained for a minimum period of six months after the conclusion of the selection process. Personal information may also be retained after that time in the selection report created by the selection panel. Information will not be used for consideration for future employment without your consent.

The Borough of Queenscliffe will rely on information provided for selection process requirements.

More information is available in our Information Privacy policy available at: [cp010-information-privacy-adopted-240822.pdf \(queenscliffe.vic.gov.au\)](#)