

Communications Consultant Communications Team

(Position Reference: VAC 20/07)

Applications Close: 5:00pm Monday, 16 March 2020

Our Vision

*To be a responsive and innovative leader in assisting Perth's
Eastern Region to be a great place to live, work, play and do
business.*



About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

Our Vision

To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.

Our Mission

The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.

Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

- **Excellence** - Striving for excellence through the development of quality and continuous improvement.
- **Recognition** - Valuing staff in a supportive environment that focuses on their wellbeing.
- **Innovation** - Focus on innovative approaches in projects and service delivery.
- **Responsiveness** - Dynamic and flexible service delivery.
- **Integrity** - Accountability and consistency in all that we do.

Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

Benefits Include:

- Work life balance
- A work environment that supports Equal Opportunity and Diversity
- Free parking
- Regular staff information sessions and networking events are held at the Belmont Office.
- 9.50% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 4 weeks annual leave
- Health and wellbeing programmes
- Fresh fruit provided in the staff amenities areas at no cost
- Free swim passes.
- Employee Assistance Program.
- On-site shower facilities
- Belmont office close to public transport, shops and restaurants
- Belmont Administration office closure between Christmas and New Year.
- Long Service leave after 10 years (transferable between WA local government authorities)
- Annual remuneration reviews for all staff
- Competitive rates of pay (above Award rates)
- Rewards and Recognition program
- Salary sacrifice on approved items



About the Position Vacancy

Applications Close: 5:00pm Monday, 16 March 2020

Communications Consultant

The Eastern Metropolitan Regional Council is a Perth based Regional Local Government providing services in waste management, regional development and environmental management.

- A cash salary of up to \$71,136 per annum (up to \$82,547 total annual remuneration package)
- Package inclusive of up to 14.5% superannuation
- 6 month fixed term contact, possibility of extension
- Belmont based location

An exciting opportunity has arisen to join the Eastern Metropolitan Regional Council (EMRC) as a Communications Consultant. The EMRC has a passion for combining business innovation with community projects and this role will be responsible for contributing to the successful implementation of new initiatives and schemes. This newly created position will focus on driving internal and external communication activities with a particular focus on our member Council's FOGO (Food Organics Garden Organics) rollout which is due for completion in 2025. These activities include oversight and coordination of progress towards agreed communication objectives and providing member Councils with written and graphic material where requested.

This scope of work would suit a Communications Professional preferably with Local Government issues/management experience.

If you feel you have the drive and passion to undertake this challenging but extremely rewarding role contact us NOW!

Join us and help us achieve outstanding results for our member Councils and our Community.

Apply online <https://www.emrc.org.au/employment/> or via post to Manager HR VAC 20/06, Recruitment, PO Box 234, Belmont WA 6984.

MARCUS GEISLER
Chief Executive Officer

For a confidential discussion about this role please contact Richard Whitehead, Communications Coordinator on (08) 9424 2255.

The Eastern Metropolitan Regional Council is committed to building a diverse and inclusive workplace. We welcome people from all backgrounds to apply to join us, including Aboriginal and Torres Strait Islander peoples, people identifying as LGBTI, people from culturally and linguistically diverse backgrounds and people with disability



POSITION DETAILS

POSITION TITLE:	FOGO Communications Consultant
CLASSIFICATION:	Level 7
POSITION NUMBER:	A0153A
BASIS OF EMPLOYMENT:	Full time, 6 month FTC
TEAM:	Communications Team

POSITION OBJECTIVES

- To coordinate internal and external communications with member Councils and other stakeholders prior to and during the introduction of the FOGO waste collection system.
- To increase awareness and understanding of the role of EMRC in relation to FOGO and to position the organisation as an important player in assisting member Councils in the successful rollout of FOGO.
- To coordinate the identification, development, implementation and evaluation of communications related to the rollout of FOGO.
- To facilitate and support strategic corporate communications undertaken by the organisation in relation to FOGO.
- To promote the EMRC in line with the organisation's Communications Plan and Strategic Plan.
- To establish and enhance relationships with internal and external stakeholders.

POSITION REQUIREMENTS

Competencies

- A highly developed understanding of contemporary communication concepts and strategies.
- A highly developed understanding of graphic design and printing processes.
- A well developed understanding of market research principles and analysis techniques.
- A well developed understanding of financial analysis and budget setting processes.
- An understanding of local government functions and structure is desirable.

- Well developed interpersonal, public relations, and networking skills.
- Highly developed written communication skills including experience with the preparation of speeches, presentations and media releases.
- Highly developed analytical and report writing skills, including the ability to develop strategies and recommendations.
- High level of proficiency with MS Office suite of software, including Word, Excel, PowerPoint, Outlook, Internet Explorer and Mozilla Firefox.
- Highly developed desktop publishing skills.
- Highly organised, methodical approach to achieving deadlines, including the ability to prioritise between competing demands.
- Well developed creative skills.
- Ability to identify and apply innovative approaches and ideas.
- Ability to apply a high attention to detail.
- Ability to liaise with and direct both internal and external stakeholders in a professional, efficient and courteous manner.
- Ability to supervise staff and effectively delegate and follow up to ensure tasks are completed.
- Ability to operate with minimal supervision and direction.
- Effective problem solving skills.
- High level of understanding of the role and requirements of the various news media.
- Understanding of website principles including content management systems, navigation/flow of information and design fundamentals.
- An understanding of the Local Government Act 1995 and regulations, and the Trade Practices Act, Fair Trading Act and other related legislation is desirable.
- An understanding of the Privacy Act, copyright law and public relations law applicable to local government.

Experience

- Minimum of three years' experience in a communications role or related position.
- Considerable experience with Microsoft Publisher or similar.
- Experience with internet and website update/design including working with Content Management Systems.
- Experience with the development of corporate documents and/or marketing collateral.
- Experience with the management of external suppliers and the administration of supply agreements.



Qualifications

- A tertiary qualification in Marketing, Public Relations or Communications (or related discipline).
- Current and valid WA "C" Class Driver's Licence (or equivalent).

KEY DUTIES/RESPONSIBILITIES

Position Responsibilities

- Develop, implement, coordinate and review the EMRC's communications commitments in relation to the rollout of FOGO.
- Manage and monitor public/media relations activities in accordance with the media relations management guideline, Corporate Communications Plan and PR Issues Management Plan.
- Manage the ongoing development and implementation of a consistent brand image for EMRC and Perth's Eastern Region, in conjunction with relevant style guides.
- Oversee the development and production of advertising, marketing collateral, and newsletters for EMRC and its member Councils in relation to the rollout of FOGO.
- Develop and manage a FOGO Communications budget.
- Develop and manage a FOGO Communications Work Plan.
- Develop and coordinate FOGO-related internal communications strategies.
- Appoint, manage and review related agencies and suppliers.
- Maintain an ongoing relationship with member Council marketing/communications staff.
- Prepare media releases and liaise with media outlets, including TV, Radio and newspapers as required.

Occupational Safety and Health (OS&H)

Responsibilities

- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
- Ensure correct use is made of all equipment provided for safety and health purposes.
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.

- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

ORGANISATIONAL RELATIONSHIPS

Responsible to

- Communications Coordinator

Supervision of

- Nil

Internal and External Liaison

Internal:

All EMRC management and staff

External:

Member Council staff

Members of the general public

Schools, educational institutions and research organisations

Environmental community, not for profit and industry groups

Relevant State and Federal Government departments and agencies

Professional associations and communities of practice



Suppliers, contractors and consultants

EXTENT OF AUTHORITY

- This position operates under broad direction. It is required to exercise a high degree of initiative and judgement and has the authority to act within predetermined Council guidelines, policy and as delegated.

SELECTION CRITERIA

Essential

- Minimum of three (3) years' experience in a marketing/communications role or related position, preferably with some exposure to Local Government.
- Tertiary qualifications in Marketing, Public Relations or Communications (or a related discipline).
- Significant experience in a marketing and communications role or related position, preferably with some exposure to Local Government.
- Comprehensive knowledge of, and experience with, contemporary marketing and communication concepts and strategies, graphic design and printing processes, and market research principles and analysis techniques.
- Highly developed analytical and written communication skills, including the ability to write reports, develop strategies and recommendations, and prepare speeches, presentations and media relations.
- Highly developed interpersonal and communication skills with experience in negotiating with service providers and stakeholders.
- Highly organised, methodical approach to achieving deadlines, including the ability to be flexible and prioritise between competing demands.
- High level of proficiency with MS Office suite of software (including Word, Excel, PowerPoint, Outlook, Internet Explorer) and desktop publishing applications.
- Current and valid WA 'C' Class Driver's Licence (or equivalent).

Desirable

- Knowledge of Local Government structure and functions.
- Experience in Microsoft Project.
- Experience in Adobe Photoshop, Adobe InDesign or similar.



Summary of Employment Conditions

Location	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104
Hours of work	This position is required to work a minimum of 76 hours per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
Special Conditions	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none"> ▪ Australian Work Visa; and/or ▪ Copy of Australian Citizenship Certificate; and/or ▪ Confirmation of permanent residency; and/or ▪ Birth certificate.
Pre-Placement Medical	<p>Appointment to the position will be subject to the successful completion of a pre-placement medical examination with a medical practitioner appointed and paid for by Council. This will include a:</p> <ul style="list-style-type: none"> ▪ General pre-employment medical; ▪ Drug and alcohol screen
National Police Clearance Certificate	The successful candidate for the position will be required to provide the EMRC with a current National Police Clearance Certificate (no older than 3 months) prior to commencement.



How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

Completing Your Application

To be considered for the position, your application should include the following documentation:

1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

4. Selection Criteria Summary

Selection criteria specify the minimum skills, knowledge, experience and qualifications that are required for the position.

The information you provide should demonstrate when and how you have put to use your skills, experience and knowledge relevant to the criterion.

Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email recruitment@emrc.org.au.

To find out more about a specific position, please call the person nominated in the job advertisement.



Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

EMAIL	recruitment@emrc.org.au
ONLINE	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
POST	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
HAND DELIVERY	Addressed to: Manager Human Resources EMRC 1 st Floor, 226 Great Eastern Highway BELMONT

Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Statement addressing the selection criteria
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



The Appointment Process

1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.

2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.