

Media and Communications Officer

Gilmore College

Position number	00042396
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 , or as replaced
Classification	Level 4
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Gilmore College is an Independent public school which opened in 2008 continuing 52 previous years of secondary education provided by Kwinana Senior High School. The school continues the education of students from within the City of Kwinana area primary schools.

Students thrive in an inclusive environment consisting of Indigenous Australian, European, African, Sub-Continental, Middle Eastern, Asian and Pacific Island Nations' people. Our moral purpose to meet the unique learning potential of all of our students through positive relationships drives interactions between all of our school community members. Our positive behaviour school acronym is S.O.A.R. which stands for Supportive, Organised, Aspirational and Resilient and creates a tone for our welcoming environment.

We provide a comprehensive curriculum with pathways to university, further study, training and employment. The school is committed to continual improvement through its participation in the Fogarty Foundation's EdVance School Improvement Program.

Further information about Gilmore College is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Produce a range of printed and online publications, including capturing photographic images for promotional material and social media posts.
- Edit and sub-edit publications and news media communications, ensuring publications and news media communications meet Departmental standards.
- Establish and maintain effective relationships with print and electronic news media.

- Liaise with external media to promote education best practice, initiatives and programs, and staff and student achievements.
- Assist college management in ensuring the internal and external communication activities of the college are coordinated and managed effectively.
- Provide advice and support to college management on communication processes, procedures and protocols.
- Develop, implement and maintain internal communication policies.
- Research, develop and implement proactive strategies to communicate college activities and achievements through the news media and internal communication channels.

Selection criteria

1. Demonstrated experience within a journalism environment, including use of photographic equipment and writing for a range of audiences in a range of styles and formats.
2. Demonstrated excellent written communication skills, including the ability to generate accurate, tightly written, clean copy and to proofread and edit material for publication and media liaison.
3. Demonstrated research, investigation and analytical skills.
4. Demonstrated ability to work unsupervised and in a team environment to meet conflicting timeframes.
5. Demonstrated well developed interpersonal and negotiation skills, including the ability to liaise effectively with individuals at all levels.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 12 May 2022
Reference D22/0382458