

Engagement and Communications Officer

POSITION: CCYP00036789

PSGO CSA GA 2017, Level 4, \$78,452 - \$82,797
This is a permanent full time position commencing January 2019

LOCATION: Subiaco

The Commissioner for Children and Young People is an independent statutory office holder who reports directly to Parliament. The Commissioner's powers and functions are set out in the *Commissioner for Children and Young People Act 2006*.

The Commissioner represents and advocates on behalf of children and young people under the age of 18 years in Western Australia. The Commissioner is required to have special regard for the needs of Aboriginal and Torres Strait Islander children and young people and other vulnerable children and young people. The best interests of children and young people are paramount and the Commissioner is dedicated to ensuring the voices of children and young people are heard.

Commitment to the safety of children and young people

Children and young people are entitled to live in a caring and nurturing environment and to be protected from harm and exploitation. Children and young people should be safe, feel safe and be respected wherever they are. The Commissioner for Children and Young People prioritises the safety and wellbeing of children and young people in all work of the office and in our work with other organisations.

We have an ongoing cycle of assessment, action and reflection in place and regularly review, update and refine policies and practices to assess their effectiveness and strive for excellence. We involve children and young people and their families in developing and reviewing our work.

Job Description

This position is part of a small team that coordinates stakeholder engagement and communication for the Commissioner for Children and Young People to ensure the activities of the Commissioner are widely received and understood across government and non-government organisations, industry and the community, including children and young people.

This involves supporting communication and engagement activities for the Commissioner and the projects and activities of the office, and working closely with colleagues and external stakeholders.

A key function of the role is to ensure the Commissioner's website is informative, up-to-date, accessible and engaging for the range of stakeholders that are related to the Commissioner's role and work.

Key Outcome

- Clear, concise, accurate, targeted and timely communications are developed.
- Proactive and productive relationships are established with other members of the Commissioner's team and external stakeholders to ensure effective engagement and stakeholder relations.
- All communication is considered, reflects the independence of the Commissioner's role, and focuses on the long-term goals.
- Children and young people are actively involved where appropriate to guide decision

making and improve outcomes of communication activities.

Applications will be assessed against these work related requirements of the position. The business needs of the branch may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

Selection Criteria

Please refer to JDF attached.

Find our more

If you are interested in the position and would like further information about the role, please contact Paula Campbell, Manager Engagement and Communication on 6213 2207 (not to be contacted for Applicant Information Packs or assistance with lodging your application).

Application Instructions

Interested applicants should submit a three (3) to five (5) page statement addressing the selection criteria, in the context of the role and business needs of the office and a comprehensive CV with at least two referees - refer to the attached Job Description Form.

Please refer to the Applicant Information Pack and Job Description Form for full position details as these documents will assist you with the preparation of your application.

If you experience difficulties downloading these documents, please call the Corporate Services Officer on (08) 6213 2297.

Applications should be lodged via www.jobs.wa.gov.au.

When you are ready to lodge your application, please check to ensure that you have completed the attached:

- Application Form
- Prepared your application as stated in the "Work Related Requirements" section
- Saved your documents in **MS Word (.doc files only not .docx) or PDF format**

Please ensure you have plenty of time to submit your application to allow for unanticipated problems, as late and proforma applications will not be accepted.

Additional information

This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our branch for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.

The Commissioner for Children and Young People is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

CLOSING DATE - 4:00pm Wednesday, 19 December 2018

