



**Commissioner for Children and Young People**  
Western Australia

## **ENGAGEMENT AND COMMUNICATION OFFICER**

**Position: CCYP00036789**

**PSCSA 2021, Level 4, \$81,452 - \$85,797**

**Permanent – Full time (1.0 FTE)**

**LOCATION: Perth CBD**

**CLOSING DATE – As per the advertisement.**

**Thank you for your interest in employment with the Commissioner for Children and Young People.**

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.

### **Commissioner for Children and Young People Values**

We uphold the following values: RESPECT | HONESTY | INCLUSIVITY | CREATIVITY | POSITIVITY | DETERMINATION | INDEPENDENCY | INTEGRITY

### **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.

### **Commitment to diversity**

The office of the Commissioner for Children and Young People recognises, values and embraces the diversity of our Western Australian community, including our differences in culture, ethnicity, religious beliefs, sexuality, gender identity, age, abilities and life experiences. The organisation is committed to providing an inclusive and respectful workplace for all staff, and encourages applicants from a diverse range of backgrounds to apply for the role.

### **Commitment to Integrity**

It is non-negotiable that the Commissioner for Children and Young People and staff act in the interest



of the Western Australian community, and especially in the interests of children and young people each and every day through the decisions we make, the policies we enact and adhere to, and by the actions we take. It is our intention that our policies and procedures demonstrate how we act in an honest and transparent manner, which forms a basis for our reasoned decision-making effected without bias utilising fair and objective processes.

### Job Description and Selection Criteria

Please refer to the JDF attached to the advertisement.

**Applications will be assessed against the selection criteria and 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.

### Find out more

If you are interested in the position and would like further information about the role, please call the nominated contact listed in the advertisement.

### Eligibility to Apply

It is important to carefully check the essential selection criteria to make sure you have the skills and qualifications required for the position.

Permanent residency is also a prerequisite for appointment as a staff member. Non-permanent residents may be eligible for fixed-term appointments.

- Criminal Record Check

It is a Commissioner for Children and Young People policy that any person recommended for appointment will be required to achieve a satisfactory criminal record check before their appointment is confirmed. All necessary information will be provided to the recommended applicant for the position when they receive their recommendation letter.

The criminal record checks are conducted through the Australian Criminal Intelligence Commission, an Australian Government agency that facilitates the provision of criminal record information to accredited agencies.

Further information about criminal record checks can be found at [Nationally Coordinated Criminal History Check - Department of Education](#)

- Working with Children Check

The successful applicant will require a current Working with Children Check (WWCC) in accordance with the 'Working with Children (Criminal Record Checking) Act 2004'. Successful applicants who do not currently hold a valid WWCC will be required to obtain one on commencement. For further information about WWCC, please visit: [Working with Children Check - Western Australia](#)



- COVID-19 Requirements

Applicants are advised of the mandatory vaccination policy for various occupations and workforces in WA. Employment with the Commissioner for Children and Young People may require you to enter facilities where vaccination is a requirement in accordance with the policy. More information can be found at [Mandatory COVID-19 vaccination policy for WA workforces \(www.wa.gov.au\)](http://www.wa.gov.au)

- Work Related Travel

The successful applicant may be required to travel to regional and remote communities in the course of their work.

### Application Requirements

To apply for a vacancy, applicants must provide:

- Maximum two (2) page statement addressing **the selection criteria, in the context of the role and business needs of the office;**
- a Curriculum Vitae (CV);
- a Covering Letter;
- application form
- contact details for two referees.

Please refer to the advertisement and Job Description Form for full position details as these documents will assist you with the preparation of your application. If in doubt, please call the contact name and number in the advertisement for specific requirements.

You will be asked to provide the contact details of two professional referees. Please ensure that:

- one of the referees nominated is your current supervisor (if possible)
- you include their name, address, phone number and email contact details for each referee; and
- you have this information ready to submit in your online application.

We recommend that you advise your referees that they may be contacted, and provide them with the details of the vacancy. Referee comments may be used by Selection Panels to validate any claims.

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

Applications should be lodged via [www.jobs.wa.gov.au](http://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

Only online applications lodged through the WA Government jobs board ([www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)) website will be accepted. Emailed and posted applications will not be accepted. Under no



circumstance will late applications be accepted.

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

### **The Assessment Process**

After applications have closed, members of the selection panel will assess applications and shortlist the most competitive people. Every effort is made to ensure the process happens as quickly as possible. To check on the progress of this, please phone the contact person named in the advertisement.

The panel may use a variety of methods to gather information about your suitability. This usually is an interview and your written application; however, other methods may be used, including:

- feedback from your referees
- examples of previous work (e.g., a written report)
- giving a presentation
- work/skills based activity

Where an interview forms part of the assessment process, you should make yourself available for this. Where it is not possible to interview face-to-face an online or telephone interview may be possible, however this will be at the discretion of the panel.

Questions asked at interview will relate to the work-related requirements of the position. The same questions will be asked of each applicant although questions seeking clarification or expansion may differ.

When a selection process is finalised, the panel will prepare a report detailing the process and the recommended applicant/s. Once this is completed, you will be notified of the outcome. At this time, you will also be provided with a person that you can contact to seek feedback on your application and assessment. You are encouraged to seek feedback as this can assist you in preparing future applications.

### **Commissioner's Instructions – Employment Standard**

Public sector agencies are required to comply with the Commissioner's Instruction No 1

Employment Standard which can be found at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

These regulations enable any applicant who believes they have been adversely affected by a selection decision to make a claim for breach of standard upon completion of the process.

All applicants are provided with information regarding the closing date for breach applications at the conclusion of the selection process. The Commissioner for Children and Young People's breach period is four (4) full working days from the date of outcome notifications. Further information about this can be found at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

### **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*



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*agency 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.*

**Good luck with your application!**

**CM 22/6108**