



## JOB DESCRIPTION FORM

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### COMMISSIONER FOR CHILDREN AND YOUNG PEOPLE WA

### ENGAGEMENT AND COMMUNICATION OFFICER – LEVEL 4

**POSITION No.:** CCYP00036789

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| Classification/Level | Level 4              |
| Award/Agreement      | PSA                  |
| Organisational. Unit | Community Engagement |
| Physical Location    | Perth CBD 6000       |

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### SUPPORTING RELATIONSHIPS

#### SUPERVISOR

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|----------------------|--------------------------------------|
| Position Number      | CCYP00036774                         |
| Position Title       | Manager Engagement and Communication |
| Classification/Level | 6                                    |

#### SUPERVISES

|     |     |
|-----|-----|
| FTE | Nil |
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### KEY FUNCTIONS AND OUTCOMES

*This section provides a brief summary of the key functions of the position.*

This position is part of a small team that coordinates engagement activities and communications 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 activities for the Commissioner and the projects and activities of the office particularly in relation to social media 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 Outcomes

- Clear, concise, accurate, targeted and timely engagement and communications are developed.
- Proactive and productive relationships are established with other members of the Commissioner's team and external stakeholders to ensure effective 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.

### **WORK DESCRIPTION**

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*This section outlines the types of responsibilities and duties of an individual in this position may undertake.*

#### Website and technology

- Develop and publish website content of various types and formats.
- Monitor website functionality and accessibility and liaise with the contracted service provider as required.
- Develop and implement social media strategy, including production of posts.

#### Communication

- Support the development and implementation of communication strategies to support the Commissioner's projects and initiatives.
- Prepare and/or edit written material including speeches and presentations.
- Assist in the development and production of resources for CCYP activities, including resources suitable for children and young people.
- Support events where required.

#### Media support

- Assist in the planning and coordination of proactive media opportunities for a variety of projects, including producing media releases and news articles.
- Assist with assessing and developing responses to media enquiries.

#### Corporate Responsibilities



- Develop and maintain cooperative working relationships with internal and external stakeholders.
- Contribute to a positive and collaborative work environment through professional and ethical behaviour.
- Contribute to an office environment which is accessible to children and young people.
- Perform other duties when required to support the function and objectives of the CCYP.

## ORGANISATIONAL CONTEXT

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*This section provides a synopsis of the organisation and its goals*

Role of 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 all children and young people under the age of 18 years in Western Australia. The Commissioner is also 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.

## WORK RELATED REQUIREMENTS

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*This section outlines the mix of competencies, knowledge, skills and abilities required of an individual in this position. The following is to be read in the context of the preceding sections of this document.*

### **Essential pre-employment requirements**

For permanent appointment, either Australian citizenship or proof of Permanent Resident of Australia status as defined by the Commonwealth Immigration Act, attained prior to commencement at the applicant's expense. For appointment on a casual or fixed term basis a relevant work visa must be held prior to commencement at the applicant's expense if the



applicant does not have Australian citizenship.  
Employees will be required to provide evidence for a 100 point identification check.  
Offers of appointment to suitable applicants will be subject to a Working with Children Check and a Criminal Screening Check National Police Clearance.

### **Selection criteria**

In the context of the position, applicants must address all of the work-related requirements.

#### **Essential**

1. Well-developed oral and written communication skills including the ability to write for websites and develop accurate, concise information for a range of audiences.
2. Sound experience in the development and implementation of integrated communication strategies.
3. Sound experience in the development of publications.
4. Well-developed interpersonal skills and demonstrated ability to develop and maintain strategic working relationships.
5. Demonstrated experience in the development and production of social media content.

#### **Desirable**

1. Tertiary qualifications in a relevant discipline.
2. Experience with technology and accessibility standards relating to the management of websites (such as content management systems).

### **CERTIFICATION**

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

Jacqueline McGowan-Jones

14 September 2022

Commissioner for Children and Young People WA

Date