

Events and Communications Officer

Ridge View Secondary College

Position number	00042777
Agreement	Department of Education (School Support Officers) CSA General Agreement 2021 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Further information about Ridge View Secondary College is available on [Schools Online](#).

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

Key responsibilities

- Provide operational support in the development, implementation and management of the college's Events and Communication Plan.
- Coordinate major college events, including assemblies, parent sessions, school development days and large student activities.
- Obtain contractor quotes for events and assist in the evaluation of tenders and contracts.
- Manage and monitor the college's annual events and communications budget.
- Liaise with key stakeholders in the organisation of promotional events.
- Undertake proactive investigation and identification of funding support from local, state and national scholarships and awards.
- Assist in the sourcing, preparation and acquittal of funding submissions.
- Develop a range of college communications, publications and materials to support activities and events with InDesign being the pivotal tool.
- Maintain and update the college's online presence and ensure published content is current, relevant and that associated links are active.
- Maintain current knowledge of trends related to the use of online media to support parent-school communication and to maintain a positive school brand.

Selection criteria

1. Demonstrated experience in assisting with coordination of events and marketing activities and associated financial management and budgeting requirements.
2. Demonstrated initiative and organisational skills, including the ability to meet deadlines and prioritise tasks.
3. Demonstrated sound communication and interpersonal skills, including the ability to build and maintain positive relationships with internal and external stakeholders and suppliers.
4. Demonstrated sound conceptual, analytical and research skills, including the ability to identify appropriate solutions.
5. Demonstrated well-developed computer application skills.

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 2 September 2022
Reference D22/0681153