

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced
Group: Schools	Effective Date of Document 30 September 2016
Region: Goldfields Education Region	
School: Eastern Goldfields College	

THIS POSITION	
Title:	Marketing and Media Officer
Classification:	Level 3
Position No:	00037130
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Principal	
LEVEL:	School Administrator Level 6	
POSITION NUMBER:	00023830	
TITLE:	Manager Corporate Services	
LEVEL:	5	
POSITION NUMBER:	00024361	
This position and the positions of:		
Title	Classification	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Marketing and Media Officer	Level 3	00037130	30 September 2016

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

Further context about Eastern Goldfields College is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the College name in the *Find a School* field.

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ROLE

The Marketing and Media Officer:

- provides operational support in the development, implementation and management of the College's Marketing Plan
- coordinates promotional events and marketing activities, including Premier and Parliamentary Officer visits and parent and student information sessions
- obtains contractor quotes for events and marketing and assists in the evaluation of tenders and contracts
- manages and monitors the College's annual marketing budget
- liaises with key stakeholders in the organisation of promotional events and marketing
- undertakes proactive investigation and identification of funding support from local, State and National sponsorship opportunities and assists in the preparation of funding submissions
- establishes and manages the promotional events and marketing database
- develops a range of College communications, publications and materials to support marketing activities and events
- maintains and updates the College's website and social media, ensuring published content is current, relevant and that associated links are active
- maintains current knowledge of trends and emerging issues related to web design and technologies and other online mediums
- prepares segments and assists in the overall production of the Annual Report and Business Plan for the College
- provides executive support to the Principal and College Administrative team.

OUTCOMES

1. Marketing and promotional events undertaken by the College are coordinated effectively and in a timely manner.
2. Effective liaison is undertaken with relevant stakeholders and contractors in the organisation of promotional events and marketing.
3. Financial and budgeting requirements associated with events and marketing are effectively managed.
4. A promotional events and marketing database is established and maintained.
5. Appropriate communications, publications, marketing activities and support materials are developed for identified target audiences and events.
6. Executive support is provided to the College Administration team.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience in assisting with coordination of events and marketing activities and associated financial management and budgeting requirements.
2. Demonstrated initiative and sound organisational skills, including the ability to meet deadlines and prioritise tasks.
3. Demonstrated sound written, oral and interpersonal communication 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, including experience in web technology.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 30/09/2016
HPRM REF # D16/0617017