



Job Description Form

Community Engagement Officer

Equal Opportunity Commission

Position details

Classification Level: 5

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Equal Opportunity Commission, Strategy, Engagement and
Education

Physical Location: Perth CBD

Reporting relationships

Responsible to: 022023 Manager Strategy, Engagement and Education - Level 7

This position: 020982 Community Engagement Officer - Level 5

Direct reports: NIL

Overview of the position

The Equal Opportunity Commission aims to ensure that Western Australia, as part of the international community, becomes a more just and equitable society, by advancing human rights and promoting equality of opportunity for all persons.

The Office of the Commissioner for Equal Opportunity is established under Part VII, Division 1 of the *Equal Opportunity Act 1984* as amended, and under the provisions of the *Public Sector Management Act 1984*.

The Commissioner's main role and functions are to:

- Promote recognition, awareness and acceptance of the principles of equal opportunity through a broad range of diverse activities including publications, education initiatives, training courses and events
- Provide accessible avenues of redress for unlawful discriminatory practices, policies and behavior through investigating and where possible conciliating complaints.

- Works with agencies to address systemic forms of discrimination through the review of public sector policies and practices

The Strategy and Engagement branch provides the Commission's external service of providing education, awareness and training on the Act, the provision of information regarding unlawful discrimination and the rights of Western Australians through publications, the website, social media and events.

The Branch also undertakes limited research on issues of systemic discrimination through connection with the higher education sector and overseeing student interns. This research helps guide reports with recommendations to address identified issues to the appropriate bodies.

The Community Engagement Officer is responsible for developing innovative initiatives to promote public awareness and understanding of the *Equal Opportunity Act 1984* (as amended) and for engaging the community in the Commission's strategies for increasing understanding about equal opportunity issues.

Job description

As part of the Strategy, Engagement and Education team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Supports the coordination, design and implementation of strategies that enhance the public's awareness and understanding of the existence, functions and services of the Act and the Commission.
- Coordinates, develops and publishes the Commission's Annual Report, information resources and promotional materials to meet the information needs of the community and specific groups, using the most relevant and accessible means (e.g. newsletters, brochures, reports, information sheets, media releases, website and social media platforms, direct mail coverage and marketing channels).
- Assists in promoting public awareness of the Act and Commission including, but not limited to, organising, promoting and delivering internal and external events hosted by the Commission or in which the Commission participates (e.g. launches, seminars,

stalls, outreach programs, information sessions and other community and special events).

- Collaborates, as a member of a team, in the development of fresh ideas and improvements to the creation and delivery of community education strategies, resources, projects and engagement efforts used to increase awareness of the Act, other relevant legislation and contemporary societal issues.
- Delivers community education sessions and projects to members of the public, diverse groups and public and private organisations, including regional outreach, to increase awareness and compliance with the provisions of the Act (as amended) and other relevant legislation.
- Promotes the Commission's community education and training program to the wider community, specific groups and public and private organisations.
- Assists the Commissioner and Commission officers on issues related to the preparation of speeches, briefing materials, media and press releases, as well as strategies to facilitate positive media coverage.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans, including being part of the Commission's enquiry roster.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Experience in planning, production and distribution of a variety of publications including information materials and reports.
- Ability to effectively plan and manage events and projects to agreed time schedules.
- Ability to deliver community information and education sessions.
- Proficiency in digital competencies, including the ability to create, develop and implement digital, social media and website content.

Special requirements/equipment

The position holder may be required to travel within Western Australia for operational purposes.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER FOR EQUAL OPPORTUNITY

Signature: _____ Date: _____

HR certification date: April 2025