



Work Type: Full time
Location: East Perth

POSITION: COMMUNICATIONS AND RESEARCH OFFICER

Are you a dynamic early career communication and research professional with a big picture perspective of Public Education?

Do you want to work as part of a close-knit team in a supportive and friendly environment?

We are offering an exciting career opportunity to a person who is enthusiastic, a team player with excellent organisation skills, and a high level of computing skills.

In this position you will be responsible for providing high quality support to the President, Executive and Councillors of the organisation. You will be committed to ensuring that affiliated P&C Associations receive the highest possible service.

WACSSO is well placed and respected within the education sector, and you will be responsible for the promotion of WACSSO and service and communications to our affiliate organisations.

To be successful in this position you will possess demonstrated communications experience, pride yourself on your research skills and have proven ability to interpret, translate and analyse policy information and data into meaningful and concise communications.

You enjoy the challenge of communicating to multiple and diverse stakeholder groups; have strong media relations skills and a keen interest in current affairs.

An attractive remuneration will be offered dependant on the level of qualifications and experience.

Applications must include a statement addressing the job description and a current resume. Failure to address all essential criteria will disqualify you from selection. You are encouraged to address the desirable criteria where possible.

For further job related information contact: WACSSO President on 0477 644 000. (not to be contacted for application packages)

Application Package including selection criteria can be obtained from our website www.wacssso.wa.edu.au or by contacting info@wacssso.wa.edu.au or phoning 08 9264 4000.

Closing Date: 4:00pm Friday 4th October 2019.

WACSSO Communications and Research Officer – Job Description

Functional Requirements

- Responsible for research, analysis of information, submissions and other written communications related to education at state and national level, to be provided to State Council for formulation of policy as may be required.
- Coordinate production and distribution of WACSSO eNews, manage web content, social media and other digital communications as required.
- Communicate and foster relationships with external bodies as directed by State Council and the President i.e. State and Federal Members of Parliament, relevant related agencies, Government and non-government entities.
- Advise WACSSO State Council on the interpretation, application and implication of Department of Education policies / functions.
- Attend meetings and provide support and assistance to State Council, Executive, Annual Conference, and the President as directed.
- Collaboration with other staff members to ensure constitutional and competing deadlines are met across all positions within the organisation.
- Provide reports as required by State Council and the President.
- Attend external committee meetings, and assist in the development and revision of legislation, standards, and codes of practice and guidance notes, as directed by State Council or the President.
- Assists with and undertakes the convening and coordination of meetings of advisory committees and working parties as directed by State Council or the President.
- Provide advice to stakeholders on WACSSO Policy and direction of the Organisation.
- Provides media advice, liaises with media, and attends government announcements and media releases when directed by President.
- Carries out any other duties within the boundaries of skills, competence and training that may be requested by the President.

Selection Criteria

Essential

- Highly developed analytical, research and problem solving skills.
- Excellent and demonstrated written and oral communication skills including the ability to liaise with colleagues in government, non-government, community and industry groups and members of the public.
- Well-developed computer skills, including proven ability to maintain/update websites using a CMS, email campaigns, and a demonstrated understanding of the internet, social media, multi-media tools and desktop publishing.
- Relevant technical expertise, including:
 - A proven ability to deliver a broad range of communication services.
 - Well developed computer skills, including proven ability to maintain/update websites, and a demonstrated understanding of the internet, social media, multi-media tools and desktop publishing.
 - Working knowledge of Adobe Suite, mainly Indesign. Illustrator and Photoshop desirable.
- A proven ability to deliver a broad range of communication services.
- Proven ability to coordinate multiple activities and meet competing priorities.

- Understanding of and commitment to quality customer service and continuous improvement principles and practices.
- Current C Class WA Driving License

Desirable

- Progression towards, or completion of, a Degree or higher education qualification in a relevant discipline.
- Understanding of current issues and needs in the area of the operations of schools and the delivery of programs and services to students.
- Demonstrated experience in public relations and dealing with the media.
- Knowledge of the Western Australia Council of State School Organisations' role and function, or a like organisation.