



**CITY OF ALBANY  
POSITION INFORMATION  
MARKETING AND COMMUNICATIONS  
OFFICER**

**POSITION:** Marketing and Communication Officer

**LOCATION:** Community Services / Community Relations  
North Road

**DATE:** April 2024

*Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.*

**CONDITIONS OF EMPLOYMENT:**

**Agreement:** City of Albany Above Award Policy – Local Government Officers and Local Government Officers' (Western Australia) Award 2021

**Status:** Permanent, Full Time Employment

**Salary:** Level 5.1 to 5.4 (\$74,328.02 - \$78,010.92 per annum) dependent on skills, knowledge and experience

**Ordinary Hours:** 152 hours per 4 weekly cycle, to be worked Monday to Friday between the hours of 6.00am and 6.00pm

**Variable work arrangements:** Variable work arrangements are available in negotiation with team supervisors/managers and in accordance with the organisation's customer service requirements;

**Annual Leave:** 4 weeks paid annual leave each year (pro rata)  
17.5% leave loading

**Long Service Leave:** Available after 7 years of service in accordance with the Regulations.

**Other Leave:** The Officer is entitled to:  
a) Personal leave;  
b) Compassionate leave; and  
c) Parental leave

**Superannuation:** The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

**Probationary Period:** 3 months.

**Medical:** Appointment is subject to a pre-employment medical declaration

**Federal Police Clearance:** Appointment is subject to a satisfactory federal police clearance

***For further enquiries, please contact LAURA CONDON Communications Coordinator  
on (08) 6820 3009.***



**CITY OF ALBANY  
KEY SELECTION CRITERIA  
MARKETING AND COMMUNICATIONS OFFICER**

**APPLY ONLINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://www.albany.wa.gov.au)**

**PLEASE ONLY ADDRESS THE SELECTION CRITERIA BELOW, NOT THE CRITERIA AS LISTED IN THE POSITION DESCRIPTION**

Within your application, please tell us about your previous experience in a similar role addressing the selection criteria below (refer to point 2 under "Completing your Application" on the 'Advice for the Prospective Applicants' page of this information pack.)

**KEY SELECTION CRITERIA**

- An understanding of the tourism industry, marketing and public relations and proven ability to deliver effective communications strategies.
- Demonstrated experience in communications, marketing, public relations, and high level written and verbal communication skills.
- Proven expertise in social media marketing and its role in public relations and communications.
- A tertiary qualification in marketing/communications or relevant work experience.
- Flexibility to work outside of standard business hours as required.