

TOWN of CLAREMONT Information Pack



Position **Graphic Design Officer (Contract Role)**

Salary **\$86,763 (pro rata) per annum plus up to 14% superannuation**
\$43.90 per hour

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level. The Town was recently ranked the number one local government from a MARKYT Community scorecard, as voted by their community.

The Town is looking for an experienced Graphic Design Officer to work 14 hours (2 days per week, Thursday and Friday). Working to brief specifications, the successful designer will be responsible for creating designs, to support effective communication of the Town's services and facilities. This work will be integrated into the production of the Town's digital and non-digital communications channels.

This is a fast-paced role for an experienced designer who likes working with a team of innovative, likeminded individuals.

The successful candidate's core values will mirror the Town's values of respect, integrity, quality communication and excellent customer service. To be successful in this role you will have:

- Recognised tertiary Graphic Design qualifications.
- Demonstrated relevant work experience.
- Comprehensive knowledge of design software on a Mac platform such as the Adobe Creative Suite – specifically InDesign, Photoshop, Illustrator, Acrobat and web CMS
- Comprehensive knowledge of publishing/printing/photographic industry processes and the ability to provide quality press-ready artwork of a high standard.

The Town offers great benefits such as additional superannuation contributions, free parking, an on-site gym, free access to the Aquatic Centre and health and wellbeing programs. The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

Applications close 25 March at 5pm. Please direct all enquiries to Josh Collins, HR Advisor (9285 4300). Early applications are highly recommended as the Town will interview suitable candidates prior to the closing date.

TOWN of CLAREMONT

Number one rated local government
as voted by the community.



[Click to see full MARKYT Community Scorecard results](#)

TOWN of
CLAREMONT
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Completing your application

In order to be considered you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter is required and should demonstrate your suitability for the position.

Resume

Your Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at **toc@claremont.wa.gov.au**

Alternatively, applications may be mailed to:

Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

If you do not hear back from the Town within 2-3 weeks, please consider your application unsuccessful.



TOWN of CLAREMONT Employee Benefits



Remuneration & Conditions

- Competitive salaries;
- Generous superannuation contribution scheme;
- Flexible work options including work from home (WFH);
- Employee recognition program;
- Attractive working location in the Claremont Town Centre;
- Modern, accessible workspaces;
- Accessible public transport and free car parking.



Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- Confidential employee assistance program;
- Flu vaccinations;
- Skin cancer checks;
- Health and wellbeing seminars and initiatives.



Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

