

Town of Claremont Information Pack



Position Town Centre Place Maker (Full-time)

Salary \$85,397 - \$90,062 per annum + up to 13.5% superannuation.

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 is looking for a proactive Town Centre Place Maker responsible for delivering a central customer service point for businesses in the Claremont Town Centre.

Key responsibilities of the position include:

- Build strategic partnerships between the Town, business groups, property owners and local businesses, to improve the liveability of the town centre and manage activities to deliver positive community engagement outcomes.
- Act as the contact point for the town centre businesses and assume the responsibility for community and stakeholder engagement as required.
- Manage the Claremont Town Centre Small Business Grant and Night Time Activation Grant programs.
- Actively plan, develop, implement, and report on a range of events and activations for the Claremont Town Centre.
- Manage budget, the engagement of contractors and contract management to deliver required services.
- Develop and implement marketing and PR strategies to promote Claremont Town Centre as a destination.

To be successful in this role you will have:

- A tertiary qualification in economic development, business, commerce, economics or similar relevant discipline or relative work experience.
- 5+ years' experience working in a similar economic development role, liaising, advocating and supporting stakeholders.

The successful candidate's core values will mirror the Town's values of respect, integrity, quality communication and excellent customer service.

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.

The Town will require you to provide a COVID certificate evidencing proof of vaccination where required for your position by State Government Directions or as per any Town Policy or Procedure.

Applications close 9 December at 5pm. Please direct all enquiries to Tanja Riesch, Manager Human Resources.

Early applications are highly recommended as the Town reserves the right to interview suitable candidates prior to the closing date.

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Completing your application

In order to be considered for the vacant position 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 should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / 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 CV / 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 **employment@claremont.wa.gov.au**. Alternatively, applications may be mailed to:

Attention:
CONFIDENTIAL
Chief Executive Officer
Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include 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.

Thank you for your interest in working with the Town of Claremont.



Benefits of working at the **Town of Claremont**

Remuneration & Conditions

- Competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- 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;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars.

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.

