

Communications Officer

Department of Education

Employment Status: Temporary full-time (Up Until 30 June 2023)

Classification: Clerk Grade 7/8

Position number and location: 240960 – Parramatta (Flexible and hybrid working arrangements available)

Total remuneration package valued to: \$122,556 p.a. (salary \$99,431 to \$110,064 p.a.) including employer's contribution to superannuation and annual leave loading.

Aboriginal and Torres Strait Islander peoples are highly encouraged and are very welcome to apply for this role.

About the Role

The role will work in partnership with subject matter experts and stakeholders to deliver evidence-led communication programs. You will collaborate with partners across Communication and Engagement directorate (media, external and internal channel managers, brand and content teams, data and analytics) to provide seamless delivery of our communication programs for our internal customers to our target audiences – typically comprising students, parents and carers, teachers, principals and school-based staff and corporate staff.

How to apply

To apply for this role, please submit an application online and attach a cover letter (max. 2 pages) and your resume (max. 5 pages) in either Word or PDF format. Please address any **essential requirements for this role**. We are looking for you to demonstrate your competence in the focus capabilities as outlined in the role description. Please develop your responses with this in mind.

Please note that it is a requirement that all candidates submit their applications online.

No paper based, email based or late applications will be accepted.

Note: Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the *Anti-Discrimination Act 1977*.

Applicants for this position must be of Aboriginal descent, identify as being Aboriginal and be accepted in the community as such. Applicants who have not previously identified for the purposes of employment with the Department are required to provide a Confirmation of Aboriginality from a recognised incorporated Aboriginal Community organisation endorsed with common seal and a certified statutory declaration as defined in the NSW [Department of Education Confirmation of Aboriginality Guidelines](#)

Essential Requirements:

- This position is targeted to the employment of an Aboriginal person and is authorised by the Department's EEO Management Plan in accordance with Part 9A of the Anti-Discrimination Act 1977. When applying for an Aboriginal identified position, applicants must provide confirmation of Aboriginality and a certified statutory declaration upon interview as defined in the [Confirmation of Aboriginality Guidelines](#)

The selection process will include a range of assessment techniques to assist in determining your suitability for the role.

Closing Date: Sunday 18 September 2022 at 11:59pm

Enquiries: Shari Ujdur at shari.ujdur@det.nsw.edu.au

To apply online please visit iworkfor.nsw.gov.au website and refer to the following keyword: **000093FJ**