

GERALDTON WESTERN AUSTRALIA

Nagle Catholic College is a co-educational Catholic secondary school. The current enrolment is approximately 1200 students, from Year 7 to Year 12.

Public Relations Officer Commencing Term 2 2017

Nagle Catholic College is seeking to appoint a dynamic Public Relations professional who has the both the ability and personal integrity to assume responsibility for enhancing the profile of the College within the community through the implementation of a range of communication, marketing and community engagement initiatives.

The Public Relations Officer role is a new position starting at the College. It is a Full-time, Permanent position commencing in late April. In accordance with the Non-Teaching Staff Enterprise Bargaining Agreement 2015 (EBA) this position is classified under the Administrative and Technical Officers Award (Part VI). Full details regarding the classification can be found in the EBA on the Catholic Education Office website – Employment - Workforce Relations.

Tasks and responsibilities include:

- Managing all Marketing for the College and Social Media communications in print, web and social form.
- Networking with various institutions and organisations to provide an effective profile for Networking with the community for College events.
- Organising key College events in conjunction with Deputies and Directors.
- Coordinating student enrolments and promoting the College for future students. Organising key events to engage with the Community in a way to endorse applications at our school.
- Supervising and editing the content of the College Newsletter, focusing on a whole school balance of content.
- Liaising with our Newsletter publishers to ensure that content production is efficient.
- Overseeing the development and overall management of the College Website for aesthetic presentation and content production.
- Administrating the production of the College Annual, editing content and visual presentation.
- Developing a School Alumni consisting of past students and coordinate events and networking opportunities for this group.
- As this is a new role the tasks and responsibilities of this role will evolve.

Selection Criteria of the Position:

- Understanding of and ability to contribute to the mission of Nagle Catholic College as a Catholic school.
- Experience in marketing and media communications is essential.
- Strong time management and organisational abilities including the ability to succeed in a busy and fast paced environment.
- Excellent communication skills, both written and oral.
- Ability to function effectively as both an individual and a member of a team.
- High level computing skills, including the ability to utilise, MS Word, Excel and PowerPoint.
- Excellent interpersonal and relationship skills.
- Dynamic and engaging personality to uphold a positive public persona and develop relationships with key organisations within the community.

For further information regarding this position please contact the Business Manager, Mrs Marie Masotto on 99200 504.

Application Procedure

The closing date for this position is. 20 April 2017

Please scroll down and complete the attached application form to which you should also attach your:

- Cover Letter
- Copies of all Relevant Qualifications
- Copy of Working With Children Card
- Statement of Service
- Selection Criteria
- Informed Consent Form Department of Education

All applications should be submitted electronically to morgan.alison@ncc.wa.edu.au







Application for Non-Teaching Position

Please complete this Application for Employment to which you should attach your:

- Cover Letter
- Resume
- Copies of all relevant qualifications
- Copy of Working With Children Card and National Police History Check

1. Personal Information

Surname

Christian Names

Home Address

Home Telephone

Present Employer Business Address

Present Employer Business Telephone

Religion

Length of notice required by present employer

Earliest date for taking up appointment

2.		ddresses of persons who have consented t l reserves the right to contact persons not	
2.1	Professional	Referee 1	
	Name		
	Address		
	Telephone	Home:	Business:
2.2	Professional	Referee 2	
	Name		
	Address		
	Telephone	Home:	Business:
2.3	Current Emp	loyer	
	Name		
	Address		
	Telephone	Home:	Business:
	reasons, and	at want the person nominated in 2.3 to be nominate as a referee a previous employen responsible in your employment.	
2.4	Alternative to	o 2.3	
	Name		
	Address		
	Telephone	Home:	Business:

3 Employment History

(Provide details of the places in which you have worked, the duties undertaken, and the length of service with each employer)

Company Name	Duties Undertaken	Years of Service

4. Other Qualities

Please briefly outline your personal qualities which would make you a suitable applicant for appointment.

5.	Other Relevant Information
	Additional relevant information should be attached separately.
Where d	id you see this position advertised?
Date	
<i>Depari</i> is born	sful applicants will need to apply for a <i>Working With Children Check</i> and a <i>tment of Education & Training Criminal History Check</i> . The cost of these clearances e by the applicant. Information about these forms is available on
www.c	checkwwc.wa.gov.au and on

NAGLE CATHOLIC COLLEGE

Notice concerning Collection of Information

- 1. In applying for this position you will be providing Nagle Catholic College with personal information. We can be contacted by telephone at (08) 9920 0500, by fax at (08) 99200 515, and by e-mail at admin@ncc.wa.edu.au.
- 2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
- 3. You agree that we may store this information for as long as is necessary to finalise the appointment.
- 4. Nominated referees of short-listed applicants will be contacted prior to the offering of a position. Non-nominated referees may also be contacted.
- 5. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
- 6. We will not disclose this information to a third party without your consent
- 7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information until the completion of the appointment process.