

HOLY CROSS COLLEGE APPLICATION PACKAGE

COMMUNICATIONS AND MEDIA OFFICER

SUPPORT STAFF





COMMUNICATIONS AND MEDIA OFFICER

Holy Cross College is a Catholic co-educational Pre-kindergarten to Year 12 College located in Ellenbrook. The College opened in 2010 and now has an enrolment of over 1200 students. The College continues to grow with enrolments expected to exceed 1600 students.

The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College Website.

- Position:** Communications and Media Officer
- Conditions:** Ongoing, Part Time (0.9816FTE) 37.5 hours per week
46 weeks worked Full-Time, 4 weeks paid annual leave
- Salary:** As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) and depending on qualifications and experience of the successful applicant.
- Commencement Date:** Monday, 5th September 2022 or by negotiation

Persons appointed to this position will:

- actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- demonstrate capacities in all areas of the LIFE Curriculum as articulated in the Role Description of Support Staff at Holy Cross College.
- have completed or be willing to undertake and maintain Accreditation to Work in a Catholic School.
- have a current Working with Children Card.
- hold or be willing to maintain a senior first aid qualification.
- hold a current National Police History Check as issued by the Department of Education Western Australia.

Applications Close: 12pm, Wednesday 17th August 2022

Please complete the below Application for Employment form and email the saved form to the Principal's Assistant at employment@holycross.wa.edu.au

ROLE DESCRIPTION

COMMUNICATIONS AND MEDIA OFFICER

Holy Cross College is a Catholic Co-educational Pre-Kindergarten – Year 12 College. All staff play an integral role in contributing to the Vision, Mission and strategic direction of this Catholic College community. The role of the Communications and Media Officer is to provide strong and clear communications, both within the Holy Cross College community and the broader community.

ACCOUNTABILITY AND COLLABORATION

The Communications and Media Officer will be responsible to the Vice Principal through the Principal's Personal Assistant. They will work collaboratively on a day-to-day basis with all members of the College Staff, with particularly close association with the Principal's Personal Assistant.

LEARNING

Support Staff at Holy Cross College will:

- Keep abreast in developments in practice, guidelines and industry changes through continuous professional learning and training
- Complete Accreditation to Work in a Catholic School in the required time
- Maintain ongoing renewal of Accreditation to Work in a Catholic School
- Support staff, students and parents with access to and use of College resources
- Respect and support the learning and development of staff in all areas of the College
- Maintain a high level of ICT skills

INTER-RELATIONSHIPS

Support Staff at Holy Cross College will:

- Actively engage in the pastoral care of students
- Interact with staff, students and families in a way that is both professional and pastoral
- Have a welcoming manner and excellent interpersonal skills
- Relate to young people in an appropriate manner
- Remain approachable and treat each family/case with respect by listening to and supporting the needs of others whilst keeping the best interest of all parties in mind
- Treat all information as confidential
- Maintain high expectations of service, choices and manners through example
- Be well-groomed, well-spoken and familiar with protocol and etiquette
- Work as part of a team and be flexible with work arrangements
- Use initiative in carrying out duties

FAITH

Support Staff at Holy Cross College will:

- Demonstrate a commitment to the objectives and ethos of Catholic Education
- Actively witness the Gospel values in the performance of all areas of duty
- Proclaim the Gospel value of the dignity of each person in relationships with students,

- parents, staff and others related to the College
- Have an understanding of the Catholic ethos and give witness to the Catholic faith to our students
- Live and act in a way that respects the beliefs and practices of a Catholic community
- Lead by example in the spiritual development of students by attempting to make a difference by being thankful through thoughts and deeds
- Participate actively in the sacramental, liturgical and prayer life of the College
- Promote and support a strong and meaningful connection with St Helena's Parish

ENRICHMENT

Support Staff at Holy Cross College will:

- Recognise ongoing change in the relevant industry outside of the College through self-development in contemporary practice and technological developments
- Actively engage in personal, spiritual and professional learning
- Be willing to positively share time, energy and talents in support of the ongoing life of the College
- Abide by all College Policies and Procedures

SPECIFIC RESPONSIBILITIES

Communications:

- Prepare and disseminate College communications in an accurate and timely manner
- Prepare and disseminate College publications in an accurate and timely manner
- Send College communications E.g., Events, Excursions, and orientation documentation
- Ensure consistency and professionalism in the College branding across all aspects of the College and within the wider community to reflect the College Style guide
- In conjunction with the Vice Principal effectively manage the content and design elements of all College publications, including the Weekly Blog, letterhead, document formatting, promotional banners and posters.
- Collaborate with the Assistant Principal – Analytics and Transformation where required.

College Website and Social Media Sites:

- Ensure the College website is a strong and effective promotional and communication tool that is easily accessed by our diverse community
- Ensure the College website is dynamic, relevant, and user-friendly for those within and beyond the College community
- Ensure the College website and social media sites consistently and effectively parallel the Marketing and Communication strategy
- Ensure all aspects of the College website and social media sites are regularly monitored, effectively maintained and remain up to date
- Ensure all College website material is effectively maintained and in accordance with all compliance requirements as directed by the Principal
- Monitor the appropriateness of material posted to all College social media sites and actively manage this material in consultation with the Vice Principal
- Communicate relevant changes to the website to appropriate stakeholders within the College

Administration:

- Ensure the College Style Guide is effectively maintained and communicated to all relevant stakeholders within the College community
- Monitor the correct use and application of the College Style Guide across the College
- Monitor and set up the whole College Calendar
- Other duties as requested by the Principal or their delegates

Professional Identity:

- Actively contribute to the College's Marketing and Communications strategic plan
- Remain abreast of relevant industry-based innovations in Communications and apply these within the College's context
- Develop, maintain, and regularly review the College's promotional materials, ensuring they remain up-to-date and relevant

QUALIFICATIONS

Maintain relevant qualifications

- Accreditation to Work in a Catholic School (If already working within the system.)
- Maintain a valid 'Working with Children' Card

APPLICATION FOR EMPLOYMENT

COMMUNICATIONS AND MEDIA OFFICER

1. PERSONAL DETAILS

Name: _____

Address: _____

Phone: _____

Email: _____

Current Position: _____

Current Employer: _____

Religious Denomination: _____

Parish: _____

Are you of Aboriginal or Torres Strait Islander origin? Yes No

2. QUALIFICATIONS

2.2 CREDENTIALS

Do you hold a current Working With Children Check? Yes No

Number: _____ Expiry Date: _____

Have you completed Accreditation to work in a Catholic School? Yes No

Do you hold a current First Aid Certificate? Yes No

Do you hold a current Driver's Licence? Yes No

If yes, what category licence? _____

2.3 EDUCATIONAL, PROFESSIONAL OR TECHNICAL QUALIFICATIONS

| Year Obtained | Institution | Qualification | Major Area(s) /Study |
|---------------|-------------|---------------|----------------------|
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2.4 EMPLOYMENT RECORD

| Employer | Dates | Position Held | Full-time or Part-time (show FTE) |
|----------|-------|---------------|-----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

2.5 RELEVANT PERSONAL PROFESSIONAL DEVELOPMENT

List any relevant professional development.

2.6 COMMUNITY INVOLVEMENT

Describe any ways you have been involved in activities associated with your local community and/or parish.

2.7 PROFESSIONAL ASSOCIATIONS

List any professional associations of which you are a member.

3. REFEREES

Names and addresses of persons who have consented to act as referees. The Principal reserves the right to speak to persons not nominated by the applicant in regard to professional background. One of these persons must be your current employer.

3.1 PARISH PRIEST

Name: _____

Parish: _____

Phone: _____ Mobile: _____

Email: _____

3.2 CURRENT EMPLOYER

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

3.3 PROFESSIONAL REFEREE

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

3.4 PROFESSIONAL REFEREE

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

4. STATEMENT OF SUITABILITY

Please provide a statement below on your perceived suitability for this role in relation to fulfilling the selection criteria and regarding the key aspects and responsibilities referred to in the Role Description.

This statement should be no more than 400 words.

5. OTHER RELEVANT INFORMATION

Working in a Catholic School

All support staff are required to:

- Actively support the objectives and ethos of Catholic Education and the Vision and Mission of the College.
- Live and act in a way that respects the beliefs and practices of the Catholic community.
- Adhere to the College Code of Conduct.
- Participate in an appropriate manner in the sacramental, liturgical and prayer life of the College.
- Actively witness to Gospel Values in their daily work and in relationships with students, parents and staff.
- Complete the appropriate [Catholic School Accreditation requirements](#)

Declaration

I declare that the information in the application is complete and correct in every detail. I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signature: _____

Date: _____

Holy Cross College employs support staff under the Roman Catholic Archbishop of Perth's Non-Teaching Staff Enterprise Bargaining Agreements and Salary Schedules, please refer to the [Catholic Education Western Australia website](#).

Prior to commencement of employment all support staff must provide the following documents:

- A valid Working with Children Check
- [Department of Education National Police History Check](#) (issued within the last three months)
- Academic transcripts, where relevant

EMPLOYMENT COLLECTION NOTICE

In applying for this position you will be providing Holy Cross College with personal information. We can be contacted at 18 Strathmore Parkway, Ellenbrook WA 6069
Telephone: (08) 9297 7600 or email: employment@holycross.wa.edu.au.

If you provide us with personal information, for example your name, address or information contained in your resume, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations e.g. Catholic Education Office.

Successful applicants are required to complete a Catholic Education Western Australia (CEWA) Check of Employment Status.



HOLY CROSS
COLLEGE

Life to the Full