

TOWN of CLAREMONT Information Pack



Position **Community Safety Officer**

Salary **Annualised salary of \$87,000 per annum (inclusive of penalties), plus 15% 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 was recently ranked Number 1 local government from a Community Scorecard, as voted by their community.

The Town offers great benefits such as a health and wellbeing program, additional superannuation contributions, flexible working arrangements, free onsite parking and free access to an on-site gym and the Claremont Aquatic Centre.

The Community Safety Officers are responsible for enforcing local laws as well as providing assistance to the business community, locals and visitors to Claremont. This position is a seven day a week position with hours spread between 6 am to 8 pm, 7 days per week. All night work is performed with another Community Safety Officer. Key responsibilities of the position include:

- Carrying out patrols to enforce the Town's Local Laws including issuing infringement notices.
- Patrolling the Town Centre on foot to enforce Parking Local Laws.
- Providing guidance and assistance to members of the community.
- Animal management including patrols of reserves and public places.
- Ensuring security of the Town buildings and property.
- Reporting defective parking signs, line marking, ticket machines, lighting, business signage and/or other matters that may impact public safety.

The Town provides all officers with a body-worn camera and on the job training. The successful candidate will have a clean police clearance and a current Drivers Licence. Candidates without the Municipal Law Enforcement A & B/ Regulatory Officer Compliance Skills (ROCS) '1 & 2' qualification but a keen interest in community safety and willingness to undertake the course will be considered.

This role suits candidates who are observant, have excellent attention to detail, as well as being values driven with a team and customer focus. The successful candidate's core values will mirror the Town's values of respect, integrity, quality communication and excellent customer service.

Applications close 13 January at 5pm. 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.

Please direct all enquiries to Joshua Collins, HR Advisor (9285 4300). Early applications are highly recommended as the Town will interview suitable candidates prior to the closing date.





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.

