



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

POSITION DESCRIPTION

CADET COMMUNICATIONS OFFICER

Directorate	Corporate Services
Location	Cnr Weddin & Camp Streets Grenfell
Classification/Grade/Band	Trainee Band under Local Government Award 2023
Position Code	Full time Cadetship up to 35 Hours a week
Date position description approved	16 May 2025

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.



Primary purpose of the position

The Cadet Communications Officer will be provided with work-based training at Council, whilst being required to study a relevant undergraduate degree at a university. This role will gain experience in the multi-faceted communications requirements within local government providing internal and external communications for Council. The position will support the content creation and management of internal and community messaging.

Key accountabilities

Within the area of responsibility, this role is required to:

- Deliver internal communications such as staff newsletter, memorandums and other internal messaging to all of staff.
- Deliver external communications such as website content and notices and media management services like media release distribution, media responses, community rates newsletter, briefing notes and other communication materials.
- Support corporate messaging on Council's social media networks.
- Contribute to accurate and timely research, writing and editing services of council material.
- Contribute to the development of council marketing collateral.
- Prepare internal/external correspondence and formal documentation, liaising with managers and key stakeholders
- Assist and support the Economic Development Officer and Arts and Tourism staff in communications and marketing.
- Undertake ad hoc project research and analysis of data to contribute to achievement of communication and marketing initiatives.

Key challenges

- Maintaining expertise and technical/job knowledge related training and awareness.
- Skill development.
- Ensuring where appropriate customer satisfaction with works undertaken.

Key internal relationships

Who	Why
Staff within the Business Unit and/or Branch Staff within the organisation	Effective completion of responsibilities, Workforce Management Plan achievement.



Key external relationships

Who	Why
Customers, residents, Government bodies, external stakeholders and suppliers and consultants administration. Road Maintenance authorities.	Effective achievement of responsibilities. Provision of necessary guidance. Quality work and customer service.

Key dimensions

Decision making

Delegations as per the Council Delegations Register.

Reports to

Director of Corporate Services

Mentors and support

General Manager and Directors
Executive Assistants
Economic Development Officer
Arts, Events and Tourism Coordinator and Arts and Tourism Officers
Corporate Services Team
HR Specialist

Essential requirements





- Currently enrolled and undertaking a Degree in Communications, Media, Public Relations or a related degree.
- Demonstrated commitment to excellent customer service with a flexible attitude and ability to use initiative.
- Strong communication skills, with the ability to build relationships and engage with people at all levels.
- A team-oriented attitude and the ability to collaborate with others to achieve goals.
- A high level of organisation and attention to detail, with the ability to manage multiple tasks and deadlines.
- A proactive approach to learning and a desire to grow within the Communications field.
- Basic computer skills (e.g., Microsoft Office), with the ability to learn Communications software and tools quickly.



Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Adept
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Foundational



Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Understands what needs to be done and steps up to do it Pursues own and team goals with drive and commitment Shows awareness of own strengths and weaknesses Asks for feedback from colleagues and stakeholders Makes the most of opportunities to learn and apply new skills
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Contributes to a culture of respect and understanding in the organisation Creates an atmosphere of trust and mutual respect within the team Builds cooperation and overcomes barriers to sharing across teams/units Relates well to people at all levels and develops respectful working relationships across the organisation Identifies opportunities to work together with other teams/units Acts as a resource for other teams/units on complex or technical matters
Results Create and Innovate	Adept	<ul style="list-style-type: none"> Produces new ideas, approaches or insights Analyses successes and failures in the organisation for insights to inform improvement Identifies ways in which industry developments and trends impact on own business area Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation Identifies, shares and encourages suggestions for organisational improvement Experiments to develop innovative solutions



Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Resources Technology and Information	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks



CONDITIONS OF EMPLOYMENT

Cadet Communications Officer

1. The Candidate must be enrolled into a Degree in Communications, Media, Public Relations or a related degree.
2. Appointment of the position is subject to an external approval of the Training Contract that Council will submit to the relevant agency for approval.
3. Employment with Weddin Shire Council beyond the training period upon successful completion of training is not guaranteed.
4. Commencement of this cadetship is expected to occur in July 2025.
5. The cadetship is for a period of the duration of the higher education qualification (e.g. 3 years of bachelor degree) or for the duration of the qualification for up to 2-3 years, depending on the Training Contract.
6. All conditions in the Local Government Award 2023 apply to the person appointed to this role.

HOW TO APPLY?

How can I ensure I submit the best application possible?

So that your application is competitive, ensure that you submit a current resume, at least two referees with current contact details. You should provide a short cover letter that addresses the key accountabilities for the role, essential criteria and desirable criteria. As this is a cadetship opportunity, you may want to consider how you would undertake the position by looking at the key accountabilities and address this in your covering letter as we understand you may not have had prior experience.

When will I be notified of the outcome of the selection process?

Applications are considered against the position description and, if successful, interviews are offered shortly after the advertised closing date. All applicants who did not gain an interview, are notified via mail at this stage. If you are the successful applicant, you will be contacted via phone. All unsuccessful applicants who were interviewed will be notified in writing.

How do I know if I have been offered an interview?

If successful in the selection process, Council will contact you to arrange a suitable time for an interview shortly after the application closing date.

What do I do if I have left something out of my application?

Information can be added to your application at any time until the closing date. After this time, if you are successful in gaining an interview you can bring any additional information to the interview.

Who can I contact if I have questions relating to the role?

You can contact us on mail@weddin.nsw.gov.au. Please put the position title in the subject heading.

Where do I submit my application to?

Applications, addressed to the General Manager should be submitted by **5:00pm on Tuesday 10 June 2025** by post to Weddin Shire Council, PO BOX 125, Grenfell NSW 2810 or delivered to Council's Administration Building at 73 Camp Street, Grenfell NSW 2810 or by email to mail@weddin.nsw.gov.au.