

# Job Vacancy

## 12 Month Parental Leave Contract

### Tourism and Events Officer

The Shire of Irwin is looking for a motivated, innovative, and dedicated individual to join our team as the Tourism and Events Officer on a **12-month parental leave contract**. In this role, you will represent the Shire with professionalism, leading the delivery of high-quality events and engaging with the community and visitors to promote local tourism and related initiatives. Working with the Shire of Irwin offers the chance to contribute to a range of exciting projects and activities, while gaining valuable hands-on experience across diverse areas of community and event engagement.

### About the Position

This position reports directly to the Community Development Officer and is responsible for planning, coordinating, and delivering successful events with a creative emphasis on promoting and supporting tourism within the Shire. The salary will be in accordance with the Local Government Industry Award, Level 5, and will range from \$59,414 to \$64,731 per annum, depending on the skills and experience of the successful applicant.

### About You

We are looking for a positive, proactive team member who brings a can-do attitude, a friendly nature, and a genuine enjoyment of working with people.

The ideal candidate will possess (but is not limited to) the following attributes:

- A strong ability to deliver responsive, informative, and customer-focused service
- Proven experience in tourism, promotions, cultural initiatives, or community development
- A solid understanding and working knowledge of the local tourism sector
- Excellent communication skills and high-level proficiency in Microsoft Office applications
- Experience in implementing diverse digital marketing strategies to promote tourism and events effectively

### How to apply

For further details about the position and application process, please refer to the Information Package available on the Shire of Irwin website. For additional enquiries, please contact Farah Boksmati, Manager Community Services, on (08) 9927 0000.

Applications must include a resume and a cover letter addressing the selection criteria within the position description (max. 3 pages) and emailed to: [hr@irwin.wa.gov.au](mailto:hr@irwin.wa.gov.au).

### Applications close at 5:00 pm on Monday 7th July 2025

*The Shire of Irwin proudly promotes equal opportunity within an inclusive and safe work environment.*

*Shane Ivers*

**Chief Executive Officer**  
**Shire of Irwin**

**A Brilliant Blend**