

Position Details	
<b>Position Title</b>	Administrative Support Officer (Governance and Planning Services)
<b>Reference Number</b>	1247
<b>Employment Type</b>	Full-time
<b>Location</b>	Thursday Island
<b>Minimum Award/Classification</b>	TSC Certified Agreement 2019 QLGIA (Stream A) Award State, Division 2, Section 1 - Level 2.1
<b>Maximum Award / Classification</b>	TSC Certified Agreement 2019 QLGIA (Stream A) Award State, Division 2, Section 1 - Level 4.1
<b>Roster Pattern</b>	19-day month
<b>Position Summary</b>	<p><b>Administrative Support Officer (G &amp; PS)</b></p> <p>Reference Number: 1247  Salary Range: \$52,999.44 to \$70,512.00  Location: Thursday Island  Close Date: Friday, 10<sup>th</sup> December 2021</p> <p>Reporting to the both the Regulatory Manager and the Manager Business Services, this key position support two very important business units within Council.</p> <p>The individual we are seeking will be a highly motivated team player working proactively in a busy work environment. You will need to be able to work autonomously as well as in a team.</p> <p>Ideally, the successful applicant will need to: -</p> <ul style="list-style-type: none"> <li>• Hold a Certificate III in Business Administration or Local Government;</li> <li>• Given the array of functions undertaken in the team, the successful candidate must be able to multitask as at any one time they will have to assist with animal management, environmental health, planning enquiries and such other administrative duties relevant to a compliance and regulatory workload;</li> <li>• Because much of the work is system and processes driven, the successful candidate must be able to exercise good reasoning and problem-solving skills;</li> <li>• The successful candidate must be able to complete tasks within tight timeframes;</li> <li>• The successful candidate must be able communicate professionally, calmly and effectively with the public, especially when dealing with sensitive matters such as public complaints or a distraught member of the public;</li> </ul> <p>For a full listing of the Key Duties and Responsibilities and full selection Criteria please download a copy of the position description.</p> <p>In return we offer the following benefits: -</p> <ul style="list-style-type: none"> <li>• Great team environment</li> <li>• 19-day month</li> <li>• 5 weeks annual leave</li> <li>• 12% contribution to superannuation</li> <li>• Annual leave loading</li> <li>• Locality Allowance</li> <li>• Remote Area Allowance</li> <li>• Subsidised health and well-being membership (gym / swimming pool)</li> </ul>

	<ul style="list-style-type: none"> <li>• On-going opportunities for learning and development</li> </ul> <p><b>How to apply:</b></p> <p>Your application must be addressed to the “<b>Chief Executive Officer</b>” and <b>emailed</b> to <a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a> and must include following:</p> <ul style="list-style-type: none"> <li>• Cover letter addressing the key selection criteria.</li> <li>• Copy of your resume.</li> </ul> <p><b><i>Applications not addressing the full selection criteria will not be considered.</i></b></p> <p><b>Pre-Employment Assessment:</b></p> <p>As part of the selection process, applicants may be required to undertake some or all of the following pre-employment assessments / checks: -</p> <ul style="list-style-type: none"> <li>• Pre-employment medical, which will include a functional capacity assessment and drug and alcohol test.</li> <li>• National police / criminal history check</li> <li>• Numeracy and Literacy Assessment</li> <li>• Computer Skills Assessment</li> <li>• Qualification / Licence Verification</li> <li>• Right to Work in Australia Check</li> <li>• Psychometric testing</li> </ul> <p><b>Employment Eligibility:</b></p> <p>To be eligible to apply for a position at Torres Shire Council, you must fulfil one of the following criteria: -</p> <ul style="list-style-type: none"> <li>• Permanent resident of Australia</li> <li>• Australian Citizen</li> <li>• Entitlement to work visa</li> </ul> <p>Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people.</p>
<b>Selection Criteria</b>	<p>SC1: Demonstrated minimum 2 years’ experience in a similar role (desirable);</p> <p>SC2: Demonstrated ability to complete tasks within tight timeframes;</p> <p>SC3: Demonstrated organisational and communication skills.</p>
<b>Contact Person</b>	Torres Shire Council Human Resource Manager
<b>Contact Number</b>	07 40831 200
<b>Contact Email</b>	<a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a>
<b>Closing Date</b>	5pm, Friday 10/12/2021
<p>Please note that this position will close at 5pm (AEST) on the closing date. Please ensure your application is added before this time as we do not accept late applications</p>	