

Position Details	
Position Title	Customer & Maintenance Officer (Casual)
Reference Number	1146
Employment Type	Casual
Location	Thursday Island
Minimum Award/Classification	QLGIA (Stream A) - Division 2 - Section 1 Level 1 TSC Certified Agreement 2019
Roster Pattern	19-day month
Position Summary	<p><b>Customer &amp; Maintenance Officer (Casual)</b></p> <p>Reference Number: 1146  Hourly Salary: \$33.94  Location: Thursday Island  Close Date: Friday, 24<sup>th</sup> March 2023</p> <p>Reporting to the Manager Sports Complexes, this key corporate service position will ensure excellent delivery of customer service and various administrative business transactions within Council and accessing Council facilities and services.</p> <p>The individual we are seeking will be a <b>mature</b> highly skilled professional, who is a 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 have: -</p> <ul style="list-style-type: none"> <li>• Certificate III in Business Administration or higher (desirable)</li> <li>• Current First Aid and CPR certificate</li> <li>• Working with Children Blue Card</li> <li>• Ability to handle and balance cash</li> <li>• Good written and verbal communication skills</li> <li>• Good interpersonal skills and telephone manner</li> <li>• Ability to work after hours and week ends as required.</li> <li>• Current drivers' licence (desirable)</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>• 12% contribution to superannuation</li> <li>• On-going opportunities for learning and development</li> </ul> <p><b>How to apply:</b>  Your application must be addressed to the "Chief Executive Officer" emailed to <a href="mailto:employment@torres.qlds.gov.au">employment@torres.qlds.gov.au</a> and must consist of the following:</p> <ul style="list-style-type: none"> <li>• Cover letter addressing the key selection criteria below in bold.</li> <li>• Copy of your resume.</li> </ul> <p><i>Applications not addressing the full selection criteria will not be considered.</i></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 declaration</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>• New Zealand Citizen</li> <li>• Entitlement to work visa</li> </ul>
<p><b>Selection Criteria</b></p> <p>Please provide a written response for each Selection Criteria.</p>	<p><b>SC1: Willing to obtain or hold a current Senior First Aid &amp; CPR Certificate.</b></p> <p><b>SC2: Must possess or be willing to obtain a working with children suitability card (blue card).</b></p> <p><b>SC3: Willing to obtain or hold a current Life Guard qualification.</b></p> <p><b>SC4: Must be able to swim (2) Laps of swimming pool.</b></p>
<b>Contact Person</b>	Torres Shire Council Human Resource Manager
<b>Contact Number</b>	07 4069 1336
<b>Contact Email</b>	<a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a>
<b>Closing Date</b>	5pm, Friday 24 <sup>th</sup> March 2023
<div> <p>Please note that this position will close at 5pm (AEST) on the closing date.</p> <p>Please ensure your application is added before this time as we do not accept late applications</p> </div>	