

| Position Details | |
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| Position Title | Administration Officer – Regulatory Services |
| Employment Type | Permanent Full time |
| Location | 21 Olandi St, Thursday Island |
| Classification Level | QLGIA (stream A) – Division 2, Section 1, Level 3 |
| Industrial Instruments | Torres Shire Council Certified Agreement 2022 |
| Position Summary | <p>Administration Officer – Regulatory Services</p> <p>Base Rate: \$75,632.44 - \$80,240.16</p> <p>Eligible allowances: Any which may apply</p> <p>Superannuation: 12% of ordinary hours.</p> <p>Location: Thursday Island</p> <p>Close Date: Open until filled</p> |
| How to apply | <p>This role is responsible for providing high-level administrative and operational support to Regulatory Services by coordinating administration systems, maintaining accurate records, supporting compliance processes, assisting with reporting and documentation, and ensuring the efficient day-to-day operation of Regulatory Services activities.</p> <p>The role is required to work with a degree of autonomy, initiative, discretion, and organisation while supporting the Director Projects, Planning & Environment, Manager Regulatory Services, and associated Regulatory Services functions.</p> <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>For a complete list of key duties, responsibilities, and selection criteria, please download the position description for this role from Council’s website.</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"> • Be a permanent resident of Australia • Be an Australian citizen • Have an entitlement to work visa <p>Note: Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people.</p> <p>Address your application to the <i>Human Resources Manager</i> and email to employment@torres.qld.gov.au.</p> <p>Please ensure your application includes the following:</p> <ul style="list-style-type: none"> • A copy of your résumé • A cover letter addressing the key selection criteria |

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| <p>Selection Criteria</p> | <p>Please address the following selection criteria in your application.</p> <ol style="list-style-type: none"> 1. Demonstrated experience in providing high-level administrative support in a busy work environment with the ability to organise workloads, manage competing priorities, meet deadlines, and maintain accuracy and attention to detail. 2. Demonstrated written and verbal communication skills with the ability to prepare professional correspondence, reports, records, and communicate effectively with internal and external stakeholders including members of the public. 3. Demonstrated ability to work with a degree of autonomy, use initiative, exercise sound judgement, and identify practical administrative solutions to support operational efficiency. 4. Demonstrated ability to maintain accurate records and manage sensitive and confidential information in accordance with organisational and legislative requirements. 5. Demonstrated competency in the use of Microsoft Office applications, electronic records systems, databases, spreadsheets, and administrative tracking systems. 6. Experience working in a regulatory, compliance, local government, governance, or similar administrative environment will be highly regarded. |
| <p>Pre-Employment Assessment</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"> • Pre-employment medical, which will include a functional capacity assessment and drug and alcohol test. • National police / criminal history check • Numeracy and Literacy Assessment • Computer Skills Assessment • Qualification / Licence Verification • Right to Work in Australia Check |
| <p>Contact Person</p> | <p>Torres Shire Council Human Resource Manager</p> |
| <p>Contact Number</p> | <p>0418 619 329</p> |
| <p>Contact Email</p> | <p>employment@torres.qld.gov.au</p> |
| <p>Closing Date</p> | <p>Open ended</p> |