

Position Details	
Position Title	Sports Complex Customer Service & Maintenance Officer
Employment Type	Permanent part-time
Location	Thursday Island
Award Classification	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 1.1
Roster Pattern	30 hours per week
Position Summary	<p>Sports Complex Customer Service &amp; Maintenance Officer</p> <p>This position is engaged under the Torres Shire Council Certified Agreement 2022.</p> <p>Base Rate: \$47,611.20  Eligible allowances: Any which may apply  Superannuation: 12% of ordinary hours.</p> <p>Location: Thursday Island  Close Date: Open until filled</p> <p>Reporting to the Manager Sports Complex, this key position will perform the duties required to effectively operate the Thursday Island Sport Complex and Pool.</p> <p>The individual we are seeking will be a highly skilled person 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>• A good work ethic, positive attitude and good time management skills</li> <li>• Excellent interpersonal skills and ability to interact positively with public using the facility and team members.</li> <li>• Basic knowledge of operating a sporting complex.</li> <li>• Basic understanding of bookkeeping and administration.</li> <li>• Ability to communicate effectively with Aboriginal and Torres Strait Islander people.</li> <li>• Hold or be willing to gain a Senior First Aid &amp; CPR Certificate</li> <li>• Hold or be willing to gain Pool Lifeguard certification</li> <li>• Employment experience in the health and fitness industry (Desirable).</li> <li>• Qualifications in a health/fitness discipline. (Desirable)</li> </ul>
How to apply	<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"> <li>• Be a permanent resident of Australia</li> <li>• Be an Australian citizen</li> <li>• Have an entitlement to work visa</li> </ul>

	<p><b>Note:</b> 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 <a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a>.</p> <p>Please ensure your application includes the following:</p> <ul style="list-style-type: none"> <li>• A copy of your résumé</li> <li>• A cover letter addressing the key selection criteria</li> </ul> <p>Please address the following selection criteria in your application.</p> <p><b><u>Note: Applications not addressing the full selection criteria will not be considered.</u></b></p> <ol style="list-style-type: none"> <li>1. Eligibility for Working with Children Check (Blue Card).</li> <li>2. Willing to obtain or hold a current Senior First Aid &amp; CPR Certificate and Lifeguard Certificate</li> </ol> <p>Desirable</p> <ol style="list-style-type: none"> <li>1. Local government experience.</li> </ol>
	<p>As part of the selection process, applicants <i>may</i> 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> </ul>
Contact Person	Torres Shire Council Human Resource Manager
Contact Number	0418 619 329
Contact Email	<a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a>
Closing Date	Until filled.