

Position Details	
Position Title	Sports Complex Customer & Maintenance Officer
Employment Type	Casual
Location	Horn Island
Award Classification	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 1.1
Roster Pattern	As needed
Position Summary	<p>Customer & Maintenance Officer</p> <p>This position is engaged on a casual basis under the Torres Shire Council Certified Agreement 2022. The hourly rate includes casual loading, applicable penalty rates for weekends and public holidays, relevant allowances, and superannuation contributions in accordance with legislation.</p> <p>Base Rate: \$38.17 per hour Eligible allowances: Any which may apply Superannuation: 12% of ordinary hours.</p> <p>Location: Horn 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 Horn Island Sport Complex.</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"> • A good work ethic, positive attitude and good time management skills • Excellent interpersonal skills and ability to interact positively with public using the facility and team members. • Basic knowledge of operating a sporting complex. • Basic understanding of bookkeeping and administration. • Ability to communicate effectively with Aboriginal and Torres Strait Islander people. • Hold or be willing to gain a Senior First Aid & CPR Certificate • Employment experience in the health and fitness industry (Desirable). • Qualifications in a health/fitness discipline. (Desirable)
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"> • 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 <p>Please address the following selection criteria in your application.</p> <p><u>Note: Applications not addressing the full selection criteria will not be considered.</u></p> <p>Selection Criteria</p> <ol style="list-style-type: none"> 1. Eligibility for Working with Children Check (Blue Card). 2. Willing to obtain or hold a current Senior First Aid & CPR Certificate <p>Desirable</p> <ol style="list-style-type: none"> 1. Local government experience. <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
Contact Person	Torres Shire Council Human Resource Manager
Contact Number	0418 619 329
Contact Email	employment@torres.qld.gov.au
Closing Date	Open ended