

TENTERFIELD SHIRE COUNCIL



**Position Information Package
Readvertisement - Store Person
12 Months Fixed Term Contract (Temporary Employment)
Reference No: 2/24**

Index

Item
Copy of Advertisement
Job Application Cover Sheet
Position Description (Including Selection Criteria)
Important Information for Applicants All applicants are requested to read this information

January 2024



Readvertisement - 12 Months Fixed Term Contract Temporary Employment

Applications are invited for the below position:

Readvertisement – Previous applicants need not apply.

Store Person – (Fixed Term Employment Contract 12 Months) - PV 2/24

Salary: \$59,794.80p.a - \$67,095.60p.a + Superannuation.

Tenterfield Shire Council seeks a highly motivated professional, with exceptional communication, interpersonal skills and relevant experience to deliver excellent customer service, procurement and stock control functions for our organisation. This is a temporary full-time fixed term role for a period of 12 months.

ABOUT THE ROLE - The position ensures the safe and secure operation of Council's Store and provides timely provision of supply services across all departments, providing materials and equipment for Works, Fleet, Water & Sewer, Waste, and Parks & Gardens, adhering to procurement processes.

ABOUT YOU - You will possess well developed ICT skills, knowledge of MS Office suite applications, accuracy and efficiency in data entry, exceptional communication skills, and have proven experience and knowledge of stores management and procurement processes.

If you have the required criteria and would like an opportunity to obtain a challenging and rewarding position, we encourage you to apply.

Further Information and details can be obtained in Council's **Position Information Package**, or by contacting Council's Acting Chief Corporate Officer, or HR, Workforce Development & Safety on (02) 6736 6000 during business hours.

Applications **addressing the selection criteria** should be emailed to the General Manager at hr@tenterfield.nsw.gov.au quoting the reference number and be submitted by no later than **4:00pm, 31 January 2024**.

To be considered for this position, candidates must address all selection criteria. Those who do not address the selection criteria will not be considered.

Tenterfield Shire Council is an Equal Opportunity Employer and proudly embraces the following values: Integrity, Community Focus, Accountability, Respect & Excellence (ICARE).

Applicants must be an Australian citizen/resident or hold a visa that allows employment in Australia.

Glenn Wilcox
General Manager



**TENTERFIELD SHIRE COUNCIL
JOB APPLICATION
COVER SHEET
Reference No 2/24**

**Position applied for: Readvertisement - Store Person
12 Months Fixed Term Contract (Temporary Employment)**

Mr **Family Name:** _____
Mrs **Given Names:** _____
Ms **Preferred Name:** _____
Miss
Other

Postal Address:

Telephone (please ensure you can be contacted on this number during business hours i.e., 9am - 5pm)

Home: _____
Mobile: _____
Other: _____

Email: _____

Please tell us where you heard about this position _____

THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION

Address all correspondence to:

Chief Executive
Tenterfield Shire Council
**Confidential: Job Ref No: 2/24 –
Readvertisement - Store Person – 12 Months
Fixed Term Contract (Temporary Employment)**
PO Box 214
TENTERFIELD NSW 2372
hr@tenterfield.nsw.gov.au

Job Enquiries:

**Acting Chief Corporate Officer, or
HR, Workforce Development & Safety**
Phone: (02) 6736 6000 (during business hours)
Email: hr@tenterfield.nsw.gov.au



Position Description
Store Person
12 Months Fixed Term Employment Contract
(Temporary)

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Chief Corporate Officer
Section:	Finance & Technology
Position Identifier:	SP/V3
Classification:	Grade 9
Industrial Instrument:	Local Government (State) Award
Location:	Council Depot, located in Riley Street, Tenterfield.
Date position description approved	September 2022

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

To ensure the safe, secure operation of Council's store and timely provision of supply services across all departments principally providing materials and equipment for Works, Fleet, Water & Sewer, Waste, and Parks and Gardens. These operations must maintain the integrity of the purchasing system, including stock control and custody of

goods, in accordance with Council's procurement and other policies and facilitate achievement of operational and capital plans.

Key accountabilities

Within the area of accountability, this role is required to:

- Order, receive and issue stores, including fuel, emulsion and PPE/required clothing, with security and accuracy.
- Ensures that chemicals or other potentially toxic or dangerous products are stored, distributed and disposed of in accordance with Safety Data Sheets (SDS) to manufacturers' instructions and/or other relevant safety procedures and that SDS are available to users of these substances.
- Prepares outgoing materials and equipment for consignment to repairers and other destinations by packing, and labelling goods, arranging freight or mailing, and maintaining records of consigned items.
- Ensure adequate stock is on hand to fill orders requested from staff to fulfil Councils operational needs.
- Receives and checks order requests from staff against inventory records, or stock on hand to determine if orders can be filled from existing stock.
- Fills requisitions from employees for materials, tools or other stock items and issues items in accordance with stock control procedures.
- Plans layout of storeroom and other storage areas, considering factors such as ease of access, safety, turnover, size and weight of items stored.
- Organise for materials booked direct to a job to be delivered to the work site.
- Ensure that materials returned to the depot are accurately recorded and stored in accordance with stores procedures and WHS requirements.
- Returns damaged/incorrect materials or equipment to suppliers and arranges for refunds or replacement items.
- Maintains and reviews stock inventory records, ensures accuracy of information, adequacy of stock levels and compliance with established procedures.
- Maintains and issues traffic control signage as a store item.
- Assists to dispose of minor surplus assets through online auctions.
- Ensure that the stores and stores stock area(s) are clean and tidy.
- Administer the sale of excess stock and Council items through Council's approved system of sale, from organising items, listing items and ensure correct process for sale and acquittal of revenue generated through these sales. Liaise with prospective buyers and organise loading of items and removal from the depot.

Asset management

- Brands and/or engraves tools, plant and equipment with Council identification marks.
- Assist to undertake an annual inventory of goods, plant and equipment.

Customer relations

- Maintains effective supplier relationships, including potential supplier evaluation.
 - Responds to enquiries from internal and external customers promptly and professionally.
 - Provides advice and support to internal customers on procurement processes.
 - Assists in the provision of radio communications with staff working in remote locations via the Council network (shared with Workshop Staff).
 - Contributes to the promotion of the image of the Council and the maximisation of good public relations.
-

Supervision & teamwork

- Actively contribute to the Works team, promote best practice and maintain professional standards and integrity.
- Provide training to relief store staff and other users in generating orders and goods receivable.

Administration

- Maintain the Stores Accounting System and related computer records and documentation.
- Processes purchase orders in accordance with Council's Procurement Policy and purchasing procedures / guidelines.
- Prepares goods receivable for payment of goods by verifying quantities and prices on invoices.
- Comply with Corporate record keeping requirements.
- Receipt incoming stock, pack away in relevant stock code area, and update inventory and stock location records.
- Receives deliverables, unpacks items, and checks deliveries against purchase orders and packing slips/invoices to ensure that the type, quantity, quality and price of goods are correct.
- Recommends new or revised procedures to improve efficiency of purchasing or stores control to the Manager Works.
- Traces history of stock items to determine reasons for discrepancies between inventories and stock control records and recommends remedial actions to the Manager Works to resolve discrepancies.
- Prepares reports to the Manager Works on damaged stock, missing stock, or outstanding stock balances or shortages.
- Maintain small plant and equipment, borrow register and inspect returned assets.
- Maintains up-to-date records of purchases, issues, prices, suppliers, delivery details and other relevant information.
- Monitors the performance of suppliers relative to pricing, accuracy of deliveries and ability to fill orders within required timeframes and ensures that the most competitive suppliers are utilised to fill orders.
- Provides point of sale services for external customers.

WH&S and Training

- Promote, develop and encourage and contribute to innovation and continuous improvement of functions and processes within the stores department with the aim of adding greater value to customers and the Council as a whole.
- Ensure that hazardous substances and dangerous goods are handled and stored in accordance with the manufacturers and health and safety specifications, including requesting SDS and other relevant documentation at time of supply or delivery.
- Obtain Safety Data Sheets (SDS) for all chemical products purchased, maintain on Council's Safety Data Sheet register in SafeHold.
- Maintain register of all chemicals kept in storage in accordance with legislation.
- Identify, risk assess and report hazards in the store workplace.
- Participates in training as required.
- Participates in Tool Box meetings and Staff meetings.

The employee is regularly required to lift and move objects up to 20 kilograms in weight and must occasionally lift and move heavier objects using shared lifting techniques or mechanical means.

Note: Other duties within the skills, competency and qualification requirements for the position.

Key challenges

To acquire and provide accurate recording of all Safety Data Sheets required for Council's Safety Data Sheet register. Ensure Procurement policies are correctly administered in the acquisition of items issue by the Store, safekeeping of stocked items accurate record keeping of stock and issues.

Key internal relationships

Who	Why
Manager Finance & Technology, Finance Staff, Manager Works, Administration Officers, Manager Asset & Program Planning, Senior Advisor/Mechanic, Mechanic/s, Works Staff, other staff as required.	Service Delivery

Key external relationships

Who	Why
Ratepayers, Community Members, Council Stakeholders.	Service Delivery

Key dimensions

Reports to





Manager Finance & Technology

Capabilities for the role

Ability to progressively demonstrate delivery of the competencies/skills described in the skill steps (skill descriptors) of the competency framework for the position. In addition:-

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate behaviour • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Is prepared to make decisions within own level of authority • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Is committed to safe work practices and manages work health and safety risks • Identifies and manages other risks in the workplace
Relationships Communicate and Engage	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Results Create and Innovate	Intermediate	<ul style="list-style-type: none"> • Researches developments and trends in the industry • Thinks about issues and opportunities from different viewpoints • Links together unrelated ideas or events to generate insights • Identifies improvements to work systems, processes and practices
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none">• Uses a variety of work tools and resources to enhance work products and expand own skill set• Ensures others understand their obligations to use and maintain work tools and equipment appropriately• Contributes to the allocation of work tools and resources to optimise team outcomes
Resources Technology and Information	Intermediate	<ul style="list-style-type: none">• Shows confidence in using core office software and other computer applications• Makes effective use of records, information and knowledge management systems• Supports the introduction of new technologies to improve efficiency and effectiveness
Resources Procurement and Contracts	Adept	<ul style="list-style-type: none">• Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers• Delivers open, transparent, competitive and effective procurement processes• Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met• Takes appropriate actions to manage and mitigate procurement and contract management risks

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Certificate III/IV in Business or equivalent, or willing to obtain.
2. Excellent customer service focus and oral and written communication skills, including the capability to negotiate with suppliers of goods and services on behalf of Council within delegations.
3. Knowledge of stores management, including stock control and stocktaking and the ability to develop a working understanding of materials, equipment and plant utilised by Council.
4. Capacity to understand and apply Council's procurement policies and procedures.
5. Moderate to high literacy skills to utilise: MS Word for generating correspondence, reports and other documents; MS Excel for spreadsheets, data entry and basic formulas for calculation; the Internet for research purposes and on-line purchasing; Databases for orders and expenditure information and Outlook for email correspondence.
6. Demonstrated ability to accurately calculate figures and amounts involving quantities, ratios, length, weight and volume and the capability to read and interpret specifications, plans and diagrams to extract materials and quantities.
7. NSW Class C driver's licence.
8. Knowledge of EEO principals, WHS procedures and practices, and possess a WHS General Construction Induction (White Card).
9. Demonstrated ability to work effectively either alone or in a team, including the ability to develop productive working relationships.
10. Strong work ethic and a commitment to high standards of service delivery, including good planning and problem-solving skills.
11. Sufficiently fit to carry out any safety drill and selected manual handling tasks.
12. Pass Police/Criminal Check.

Desirable:

1. Certificate IV in procurement or equivalent.
 2. Experience operating forklifts, as determined by an assessor (LF Licence).
 3. Sound understanding of Logistics and the ability to complete a relevant qualification in Logistics.
 4. Local Government experience and knowledge and understanding of LG procurement and contracts.
 5. Class HR Licence.
 6. Prior experience utilising Enterprise software to manage stock or warehousing.
-

General Information

Hours of work:

Full time position with Council operating a nine (9) day fortnight system of seventy-six (76) working hours, with fortnightly pays. Work Hours are generally 7:15 am to 4:30 pm Monday to Thursday inclusive and 7:15 am to 4:00 pm on Fridays with every second Friday being a Rostered Day Off (RDO).

Some variation in work hours will be required, depending on work status and emergency call-outs, including overtime requirements and variation to RDOs.

Leave entitlements:

These entitlements are in accordance with the NSW Local Government (State) Award and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

Criminal Record Check:

The successful applicant will be required to undergo a Criminal Check prior to appointment to the position.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following: -

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols and Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

Council Uniform:

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

Physical:

The incumbent must be physically able to carry out their daily tasks in an ergonomically safe and healthy manner and carry out any safety drill or rescue.

Job Description:

This position description is indicative, and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.



IMPORTANT INFORMATION FOR APPLICANTS

Thank you for your interest in seeking employment with Tenterfield Shire Council. Please read the following information, this will assist you in completing your application.

The recruitment, selection and appointment process of Tenterfield Shire Council is guided by Equal Employment Opportunities (EEO) legislation and practices common to all public sector organisations.

Merit is the basis of selection and is measured by how well applicants address the **selection criteria** listed in the **Position Description** and how they present at interview.

The Job Information Package

This package contains all the information you require to apply for the position. Please read it carefully and follow the instructions and guidance. This will assist you greatly when completing and lodging your job application.

The Position Description

Council's position descriptions describe the tasks and duties the position incumbent is required to perform to fulfil the responsibilities of the position.

It's in your best interest to read the schedule of duties to make sure you have the required knowledge, skills and experience to do the job competently.

Selection Criteria (Essential and Desirable)

The Essential Criteria must be met if you are to fulfil the responsibilities of the job. Applicants need to demonstrate that they meet the criteria and their level of competence. If you cannot demonstrate this it is unlikely you will be considered for the position.

The Desirable Criteria enhances your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria but illustrating that you do will improve your chances considerably.

It's important that you are able to detail how and why you consider yourself suitable for the position by thoroughly addressing each of the selection criteria. Each selection criterion should be responded to separately. If your application does not address each of the selection criteria your application is likely to be culled.

When addressing the selection criteria take into account the following: -

Demonstrated means that you have actually performed the activity or applied the skill in the past as opposed to having the potential to do so.

Knowledge of or the ability to rapidly acquire the knowledge of means that you already have the required knowledge, or you can provide examples of past situations which have required the rapid acquisition of knowledge.

Thorough, sound or high level indicates that a more advanced level of knowledge or skill may be required.

Shortlisting and Interview

Shortlisting of job applications for positions is usually carried out on receipt of individual applications. The application is then assessed against the criteria. If the criteria is met, an interview will be offered and held with at least two (2) or (3) panel members that are staff members of Council. The applicant will be contacted by phone if an interview is offered.

Interviews are normally held at a Council facility. Face to face interviews are preferred, however, if an applicant is unavailable for a personal interview due to excessive distance or other reasonable grounds, Council will conduct a tele conference. The same interview questions and format is followed for each candidate and the interview process usually can take between 30-45 minutes.

Referees

Applicants are asked to provide contact details of a minimum of two (2) current referees. Council prefers that referee information includes the applicant's relationship to the referee, for example Supervisor/Manager.

Please note that it is the responsibility of the applicant to advise their referees that they are applying for a position and secure their permission as a point of reference for Council to make contact directly with them.

Appointment Process

The process normally takes up to a week from the time of interview to the time of advising the successful applicant.

The successful applicant is contacted by telephone at which time a verbal offer of employment is made pending a satisfactory pre-employment Medical and security check. If the applicant accepts the position, the HR team then initiates the pre-employment process. Unsuccessful interviewees are advised in writing.

Some general points to remember when applying for a position

- Applicants are encouraged to read the Position Information Package.
- Your application should include Council's Job Application Cover Sheet, your resume (including your employment history and any qualifications) and your response to the selection criteria (essential & desirable).
- Please do not enclose original documents in your job application. Council will not be responsible for misplacing original documents.
- Please keep a copy of your application.
- Applications should be emailed and addressed to the General Manager.

If you require further information in relation to Council's recruitment processes, please contact HR, Workforce Development & Safety.
