



## **Coomalie Community Government Council Position Information**

<b>Job Title</b>	<b>COMMUNITY RECREATION OFFICER</b>
<b>Department</b>	Community Recreation
<b>Reports to</b>	CEO
<b>Position Type</b>	3 Year Full Time contract  3 month probation period  Council is prepared to discuss other flexible arrangements. This should be included in the application.
<b>Salary</b>	Grade 5 to Grade 6 depending on skills and experience \$51,397 to \$60,765 including superannuation.
<b>Motor vehicle</b>	There is no motor vehicle assigned to this position.  A council vehicle may be available to carry out official tasks. On some occasion it may be necessary to use your own vehicle. If this is the case an allowance will be paid in accordance with the Award.
<b>Policies</b>	Coomalie Council policies, Procedures and By-laws NT Local Government Act WALGA Award Work Health and Safety Act 2011
<b>Medical</b>	The successful applicant will be required to undertake a medical examination prior to commencement and satisfy the physical requirements listed in the Physical Demands of the Position Check list.
<b>Date Prepared</b>	<b>31 January 2017</b>

## APPLICATION GUIDELINES

1. Provide a written summary of your skills and experience addressing the requirements of those of the job description.
2. Provide a copy of your resume including the names and contact details of two (2) referees.

### Other Information

1. The successful applicant is required to undergo a Criminal History Check and the results must be acceptable for the position prior to commencement.
2. The successful applicant is required to hold an NT ochre Card and a NT driver's licence prior to commencing this position.

**Applications must be received by 4.00pm Friday 24<sup>th</sup> February 2017.**

Please deliver, post or email your application to the Administration Manager at Coomalie Council.

**Postal Address:** PO Box 20, Batchelor NT 0845

**Email:** mail@coomalie.nt.gov.au

For further enquiries into the position please contact the Administration Manager at Coomalie Council on 8976 0058.

### ***Coomalie Community Government Council;***

- ***reserves the right not to proceed in making an appointment;***
- ***is an Equal Opportunity Employer and***
- ***maintains a smoke-free environment.***