



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

<b>Job Title</b>	<b>RELIEF OPERATIONS SUPERVISOR</b>
<b>Department</b>	Operations
<b>Reports to</b>	CEO, Operations Manager
<b>Position Type</b>	6month relief contract
<b>Salary</b>	Grade 5 to Grade 6 depending on skills and experience \$47,740.47 to \$54,242.14 plus superannuation.
<b>Motor vehicle</b>	There is no motor vehicle assigned to this position outside of work hours.
<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>04 May 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 4.00 pm on Monday 22<sup>nd</sup> May, 2017.**

Please deliver, post or email your application to the Chief Executive Officer 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.***