

Aviation Officer (Pool)



EMPLOYMENT INFORMATION PACK

POSITION: Aviation Officer (Pool)

JOB VACANCY NO: PE.RE.6

2 Truscott Crescent Exmouth WA 6707
PO Box 21 Exmouth WA 6707

Telephone: (08) 9949 3000 Facsimile: (08) 9949 3050
Email: humanresources@exmouth.wa.gov.au
Website: www.exmouth.wa.gov.au

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Working for the Shire of Exmouth

The Shire of Exmouth is a dynamic, progressive organisation with a highly motivated workforce that delivers quality services and facilities to the community. We employ around 85 staff and provide an exceptional and committed service. We create an environment where every employee has an opportunity to succeed.

Work / Life Balance:

- Flexible working hours with a Rostered Day Off (RDO) agreement available for some departments
- 5 weeks annual leave per year
- Personal leave/Parental leave

Pristine Location:

The Shire of Exmouth is situated 1,270 kilometres north of Perth, on the tip of the North West Cape in Western Australia. Covering 6,504 km² the district is bordered by the Exmouth Gulf and the pristine Ningaloo Coast World Heritage area. Exmouth is one of the few areas in Australia that can boast the reef to range experience.

The Ningaloo region is famous for its pristine beaches perfect for camping, snorkelling, fishing, water sports or simply relaxing and soaking in the superb scenery. The region offers extraordinary year-round wildlife experiences with whale sharks, humpback whales, turtles, manta rays and much more.

Exmouth town:

Exmouth is a small town with a population of approximately 3000 people. Every year, in the winter months the number of visitors arriving in Exmouth triples the resident population.

While the town was founded around defence industries, tourism is now the largest industry in the Shire with eco-tourism development experiencing significant growth.

Other industries that contribute significantly to our local economy include defence, government services and industries to support the offshore oil and gas industry, tourism support services such as hospitality and accommodation along with fishing, pastoral, aquaculture, light engineering and construction.

Make a difference:

Working for the Shire of Exmouth can give you a sense of satisfaction and provide the opportunity for a diversity of work experience that has a direct effect on your local community and environment.

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Aviation Officer

Learmonth Airport is currently undergoing significant ramp up of the RPT and helicopter services to support the oil and gas industry. The Shire has a number of vacancies to fill the position of Aviation Officer. The position will be considered on a full-time, part-time or job share arrangements subject to resourcing, scheduling and rostering.

The is a hands-on role at Learmonth Airport performing security functions which may include, but not limited to maintaining secure areas, advising airport users of correct security procedures and screening of passenger baggage in accordance with Aviation regulations.

The successful applicant will ideally have previous aviation or heliport experience, have excellent interpersonal skills with demonstrated ability to work effectively in a team environment and able to meet the following requirements which includes, but not limited to:

- Ability to obtain and hold an Aviation Security Identification Card (ASIC);
- Ability to obtain Certificate II in Aviation Transport Protection or equivalent qualification; and
- Ability to obtain a qualification in Dangerous Goods awareness.

The position is classified as Level 5 under the Shire of Exmouth Enterprise Agreement 2017. Weekend and public holiday work will be required and attract penalty rates. In addition, a Learmonth Airport Industry allowance will apply.

Ben Lewis

CHIEF EXECUTIVE OFFICER

The Shire of Exmouth is an equal opportunity employer.

Applicants must be able to demonstrate they have or are able to secure accommodation.

This vacancy will remain open until further notice as applications from this pool may be used to fill future vacancies. The Shire reserves the right to engage suitable applicants at any time and remove the job vacancy at any time.

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How to Apply:

Completed job applications are to be submitted to humanresources@exmouth.wa.gov.au or to the Shire of Exmouth office.

We can only accept electronic applications emailed in Word or PDF format or alternatively submit a printed application.

Mark all correspondence: Private and Confidential

Attention it to: Human Resources

Deliver it either by: Post: Shire of Exmouth, PO Box 21, EXMOUTH WA 6707
Hand: Shire of Exmouth, 2 Truscott Crescent, EXMOUTH WA 6707

Email: humanresources@exmouth.wa.gov.au

For enquiries about this position please contact Gollie Coetzee, Executive Manager Corporate Services on 9949 3000 or the Airport Operations Manager on 0427 744 153.

Position Details:

Aviation Position

To apply for this position, include all of the following documents:

1. **A cover letter** outlining how you meet the requirements of the Aviation Officer role.
2. **A current resume**
3. **A completed application form** contained in this employment information pack (pages 8-10).

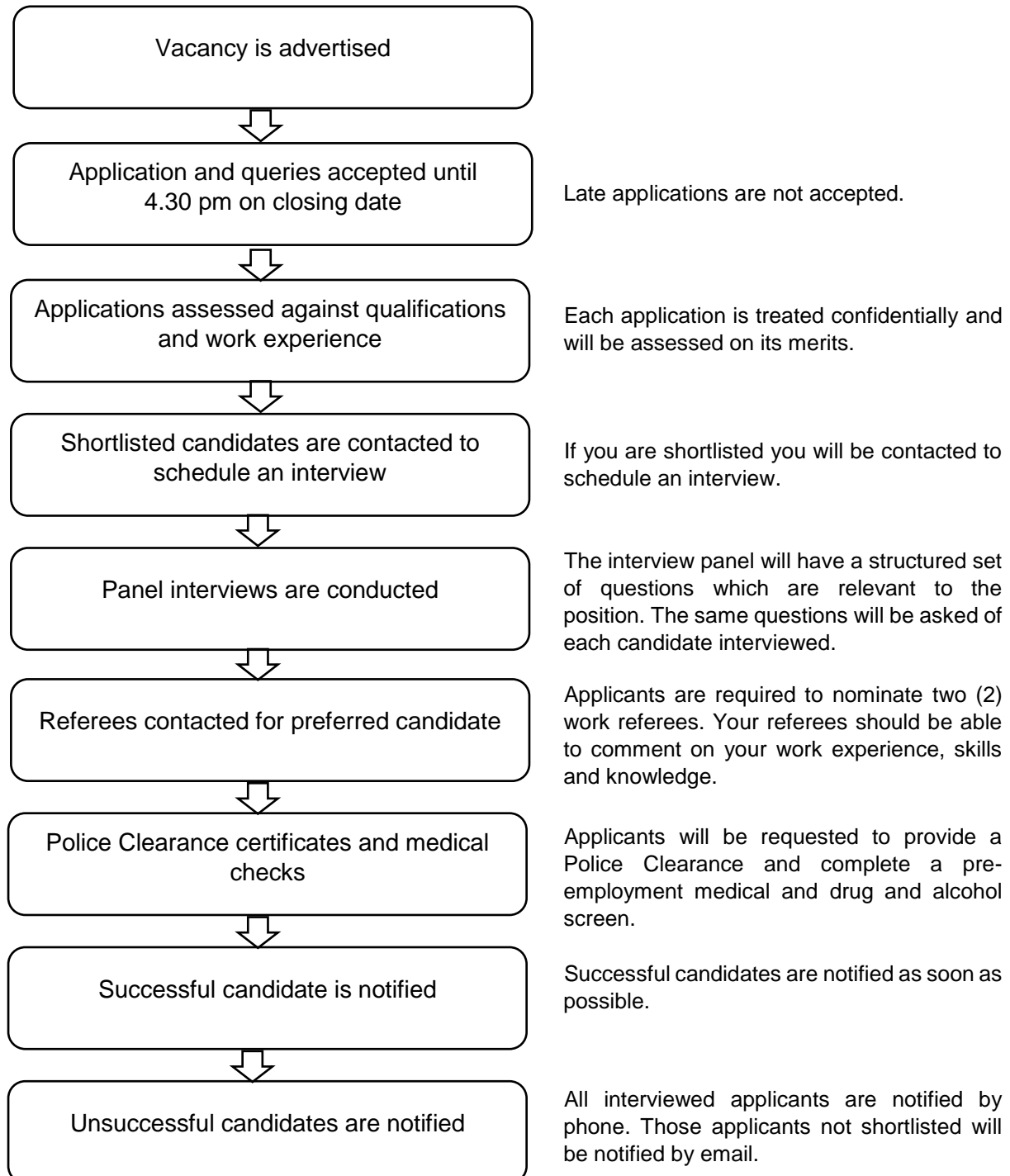
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Only short-listed candidates will be contacted.

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The Recruitment / Selection process:



Withdrawing your application: Should you for any reason want to withdraw your application from the process, simply send advice to the Shire in writing, stating your name and the vacancy number.

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Effective 1 July 2022 Annual Remuneration Package*

Annual Salary (pro rata for part time)	\$ 60,372
Superannuation guarantee 10.5%	\$ 6,339
Council Scheme** 5%	\$ 3,019
Total Package Value (p.a.)	\$ 69,730

* In accordance with the Shire of Exmouth Enterprise Agreement 2017,

** Subject to employee contributing a minimum 5% superannuation

Additional benefits:

A Learmonth Airport Industry Allowance applies with the completion of training and meeting a range of skills competencies.

Transport from the Shire Depot to Learmonth Airport provided.

Hours of Work:

Subject to operational requirements. Roster is 7-day rotating roster.

Annual Leave:

Full-time/part time employees are entitled to five (5) weeks annual leave

Superannuation:

The Shire of Exmouth currently contributes additional superannuation in accordance with the Shire of Exmouth Enterprise Agreement 2017.

Probationary Period:

The appointment is subject to a probationary review in accordance with the Shire of Exmouth Enterprise Agreement 2017.

Code of Conduct:

All staff must carry out their duties in accordance with the Shire of Exmouth Employee Code of Conduct as varied from time to time.

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Police Clearance Certificate:

The preferred applicant for this position will be asked to obtain a National Police Clearance Certificate through WA Police.

People with criminal records are not automatically excluded from the recruitment process. Each application will be considered on its merits.

Pre-Employment Medical:

This position is subject to a medical clearance to ensure the successful applicant can meet the inherent requirements of the position. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Exmouth.

Pre-existing illnesses will not automatically exclude candidates from the recruitment process.

Drug & Alcohol Testing Requirement:

The preferred candidate will be required to undertake a pre-employment drug and alcohol screen prior to an offer of employment. The Shire of Exmouth has an ongoing drug and alcohol testing and program in place.

Equal Opportunity:

The Shire of Exmouth is committed to equal opportunity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality and dignity.

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Application Form:

Email or print this form (3 pages) when complete to submit with your Resume and Covering letter. (Applications not received in full may not be accepted)

Your Name:	
Position Title:	Aviation Officer
Vacancy Number:	PE.RE.6
Your daytime contact number:	
Your current residential address:	
Tick option on how would you like to be informed and give details:	<input type="checkbox"/> Email - <input type="checkbox"/> Post -

REFEREES

You are required to provide the names and contact details of a minimum of 2 referees who can provide feedback about your work performance. **Referees preferably should be your current or most recent supervisor.** It is a requirement that information provided by an applicant can be verified by referees before an appointment is made.

Referee Number 1

Name:	
Organisation:	
Position:	
Contact Number:	

Referee Number 2

Name:	
Organisation:	
Position:	
Contact Number:	

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LICENCE

Please list your current licences to successfully carry out this position.

Licence Type	Licence Number	Expiry Date

CURRENT EMPLOYMENT

Section A

Position Title:

Employment Status:

☐ Permanent ☐ Contract

Date Appointed:

Section B

Current Employment
(Position):

Current Employer:

Date Commenced:

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HEALTH

To the best of your knowledge and belief do you have a medical condition, disability or injury which may preclude you from undertaking duties of the position you are applying for?

☐ Yes ☐ No

Applicants who have a health condition, disability or injury are invited to discuss its relevance or otherwise with the Shire. It is NOT a barrier to consideration of an application for employment. However, if it is likely to affect your work performance or could recur or be aggravated by the type of work for which you are applying you must disclose this information.

Shire of Exmouth EMPLOYMENT DECLARATION

Please circle or underline your response to the following:

- | | | |
|--|-----|----|
| 1. Are you an Australian citizen?
If yes skip to Q4 & provide proof of citizenship | Yes | No |
| 2. If not an Australian citizen, have you been granted permanent residency? | Yes | No |
| 3. Are you legally permitted to work in Australia?
(Please provide a copy of your working visa) | Yes | No |
| 4. Have you previously been employed by the Shire of Exmouth? | Yes | No |
| 5. How did you hear of this vacancy?
<input type="checkbox"/> Shire Website <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Noticeboard <input type="checkbox"/> Other _____ | | |

Please tick to indicate your acknowledgement:

- ☐ I understand employment with the Shire is subject to the satisfactory completion of a probationary period.
- ☐ I have read, understood and responded to the above information. To the best of my knowledge and belief, it is true and accurate in every detail.
- ☐ I understand the Shire reserves the right to verify all information contained in this application. Any false information may be sufficient cause for my rejection of an applicant or dismissal if employed.
- ☐ I understand that should I be successful my employment is subject to a medical examination by a doctor nominated by the Shire, and a police clearance. I authorise disclosure of the results of these documents to the Shire.
- ☐ I consent to any reference checks which may be necessary to support this application.

SIGNATURE of Applicant

Date