

Employment & Application Information



POSITION: Aviation Officer

JOB VACANCY NO: PE.RE.6

CLOSING DATE: Monday 25 March 2019, no later than 4.30pm

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

The Advertisement

The Shire of Exmouth is seeking an Aviation Officer to support the Learmonth Aviation operations on a permanent part-time basis. This role is responsible for performing a range of tasks including but not limited to ground handling, check-in, passenger screening and passenger facilitation support.

This role requires a strong customer focus with demonstrated administrative and organisational skills and the ability of an effective time management within a team environment. Demonstrated experience in a similar role and a High Risk Work Licence will be highly regarded.

The position is classified as Level 4 under the All Staff Collective Agreement. Weekend and public holiday work will be required and attracts penalty rates.

Applications are to include a resume, completed application form and a letter indicating your ability to meet the mandatory, essential and desirable criteria as stated in the Position Description under 'Qualifications and Work Experience'. Your letter should clearly state each criterion as a heading with a response outlining your relevant experience and how it will enable you to execute the accountabilities of the role. Applicants who do not address selection criteria may not be considered in the first round of shortlisting. We can only accept applications in Word or PDF format.

Applications are to be received no later than 4.30pm, Monday 25 March 2019 to humanresources@exmouth.wa.gov.au or to the Shire of Exmouth office.

Please visit www.exmouth.wa.gov.au to obtain full details on the position and how to apply, alternatively, pick up an employment information pack from our office in the Ningaloo Centre at 2 Truscott Crescent. If you have not received an acknowledgement receipt of your application within three (3) working days please contact the Shire on (08) 9949 3000.

For enquiries about this position please contact Charles Giliam (Manager Aviation) on mobile, 0481 940 282.

The Shire of Exmouth is an equal opportunity employer.

Cameron Woods
CHIEF EXECUTIVE OFFICER

MEDICAL CLEARANCE

This position is subject to a medical clearance to ensure the successful applicant can meet the inherent requirements of the position.

POLICE CLEARANCE

This position is subject to a satisfactory National Police Clearance. This Certificate remains the property of the applicant; however, a copy of the original Certificate will be kept on the employee's personal file.

STAFF DEVELOPMENT / PERFORMANCE REVIEW

Performance will be reviewed at 3 months, should the employee's performance not meet the standards set down by the Shire or compliance with the position, the probationary period may be extended by up to three months in consultation with the employee.

UNIFORM

The successful applicant will be provided with Shire of Exmouth shirts however will be required to supply their own safety boots if required for the job role.

DRUG & ALCOHOL TESTING REQUIREMENT

This position subject to drug and alcohol testing while employed with the Shire of Exmouth.

Working for the Shire



The Shire of Exmouth is a dynamic, progressive organisation with a highly motivated workforce that deliver quality services and facilities to the community. Come and work for us and realise your full potential.

WORK/LIFE BALANCE

- ❖ Flexible working hours
- ❖ 5 weeks annual leave per year (permanent employees)
- ❖ Carers/Parental leave available

ATTRACTIVE SUPERANNUATION

- ❖ An additional 8% on top of the statutory contribution (inclusive of increases established by state government) for contributing members in accordance with Council Policy.

PRISTINE LOCATION

- ❖ Magnificent landscapes, pristine beaches and nature in all its glory, both in the water and on dry land Exmouth, Western Australia situated on the North West Cape is the gateway to Ningaloo Reef. Exmouth offers access to the rugged beauty of the Cape Range National Park contrasted with the aquatic splendour of the world renowned Ningaloo Marine Park.
- ❖ The NorthWest Cape covers a huge area with the Ningaloo reef stretching 260 km from slightly north of Exmouth to Amherst Point, south of Coral Bay. Exmouth is a small town of approximately 2500 people and is situated 1270 km north of Perth.

OTHER

- ❖ Training opportunities aimed at increasing skills and expertise in your role either in house, external, attendance at conferences/seminars/workshops, job rotations, and opportunities to act in higher grade positions where applicable.

MAKE A DIFFERENCE

Working with your local Council can give you a sense of satisfaction that may not be found in the private sector. The work that you do has a direct effect on your local community and environment.

How to Write and Submit Your Application

Please use this information to complete the Application for Employment form

INTRODUCTION:

Thank you for your interest in this position. This information pack has been designed to assist you with applying for this position. The following information is provided so that you, as an applicant, are aware of the expectations of the Shire in terms of the information, formats and content of your application to further improve your chances at becoming a successful applicant.

Please take time to read the information carefully before compiling and submitting your application. Applications not containing the required information may be rendered invalid.

EQUAL OPPORTUNITY:

The Shire of Exmouth is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing, potential and future employees. All employment practices will be based solely on merit of the individual and specific position requirements. Existing, potential and future employees will not be discriminated against in their employment on the grounds of race, religion, marital status, age, physical & intellectual impairment, political beliefs, and sexual preferences & carers responsibilities.

ELIGIBILITY REQUIREMENTS:

You must be eligible to work in Australia and be able to provide a copy of either a birth certificate, citizenship certificate or a passport and a copy of a current driver's license if requested. If you are not eligible to work in Australia at the time of applying for the advertised vacancy, it is in your interests to advise in your introduction letter whether you have applied for Australian Citizenship or working visa and the expected timeframe for recommendation.

WHAT IS A FULL APPLICATION:

To be considered for the position your Application should contain:

- An **introduction letter** in your own words.
- A completed **Application for Employment** (downloadable from our website)
- A current updated **Resume**

What Happens After you have Submitted your Application?

VERIFYING YOUR APPLICATION:

Applications will be acknowledged within approximately three (3) working days of the advertised closing date.

SELECTION PROCESS:

All applications received by the nominated closing date and time will be rigorously assessed. Consideration for an interview is based upon assessment of your knowledge, experience and employment history compared with the position requirements and your suitability for the position is compared against the suitability of other applicants.

If your application is shortlisted, you will be contacted by telephone to make arrangements for an interview, shortly after the closing date.

INTERVIEW:

The interview panel usually consists of two to Shire officers relevant to the position.

All interview questions will be job related, to the knowledge, skills, experience, qualifications and team dynamics that may be required for the position. The same questions will be asked of each candidate interviewed.

To prepare yourself for the interview you should:

- Re-read your application and the Position Description.
 - Focus on the Position Description and think of examples of work situations where you applied the relevant skills and abilities, how you assessed the situation/s, what actions you took, what outcomes you achieved and how you may do it differently if faced with the same scenario.
 - Think about the duties of the position and how you would perform them. Consider any problems you may encounter and how you would resolve those problems.
 - If you have relevant pieces of work that display your skills and abilities, bring them along for presentation at the interview.
 - Prepare any questions that you may have about the position or the organisation.
 - Decide on a commencement date to provide the interview panel.
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AFTER THE INTERVIEW:

Following reference checks on the preferred applicant selected from the interviews the preferred applicant will be phoned and asked to provide further pre-employment documents such as: a Shire Medical evaluation, to determine suitability to carry out the requirements of the position; and a National Police Clearance. Formal offer of employment will be made in writing based on the adequacy of these documents.

All unsuccessful applicants will be notified in writing when an offer is accepted by a preferred applicant. This may take up to three (3) weeks, depending on the circumstances.

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.