

Aviation Officer

Full-time, part time, casual



EMPLOYMENT INFORMATION PACK

POSITION: Aviation Officer - POOL

REFERENCE NO: PE.RE.6

CLOSING DATE: Open - POOL

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

Aviation Officer

Full-time, part time, casual



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 90 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.

Aviation Officer

Full-time, part time, casual



Start your career in Aviation – seeking Aviation Officers to join the team

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 casual 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 Aviation Officer role will suit local candidates that have a strong customer service background, ability to follow procedures, excellent interpersonal skills and demonstrated ability to work effectively in a team environment.

If you are keen to start your career in aviation in this period of significant ramp up, we encourage you to apply now. All training is provided.

Candidates must be 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 based on a range of skills and competencies.

How to apply:

Applications are to include a current resume and completed application form (found in this employment pack) with a covering letter outlining why you are interested in this the role.

Applications must be submitted in Word or PDF format or to exmouthjobs@senserecruitment.com.au.

For enquiries about the position contact the Airport Operations Manager on mobile 0427 744 153.

Ben Lewis **CHIEF EXECUTIVE OFFICER**

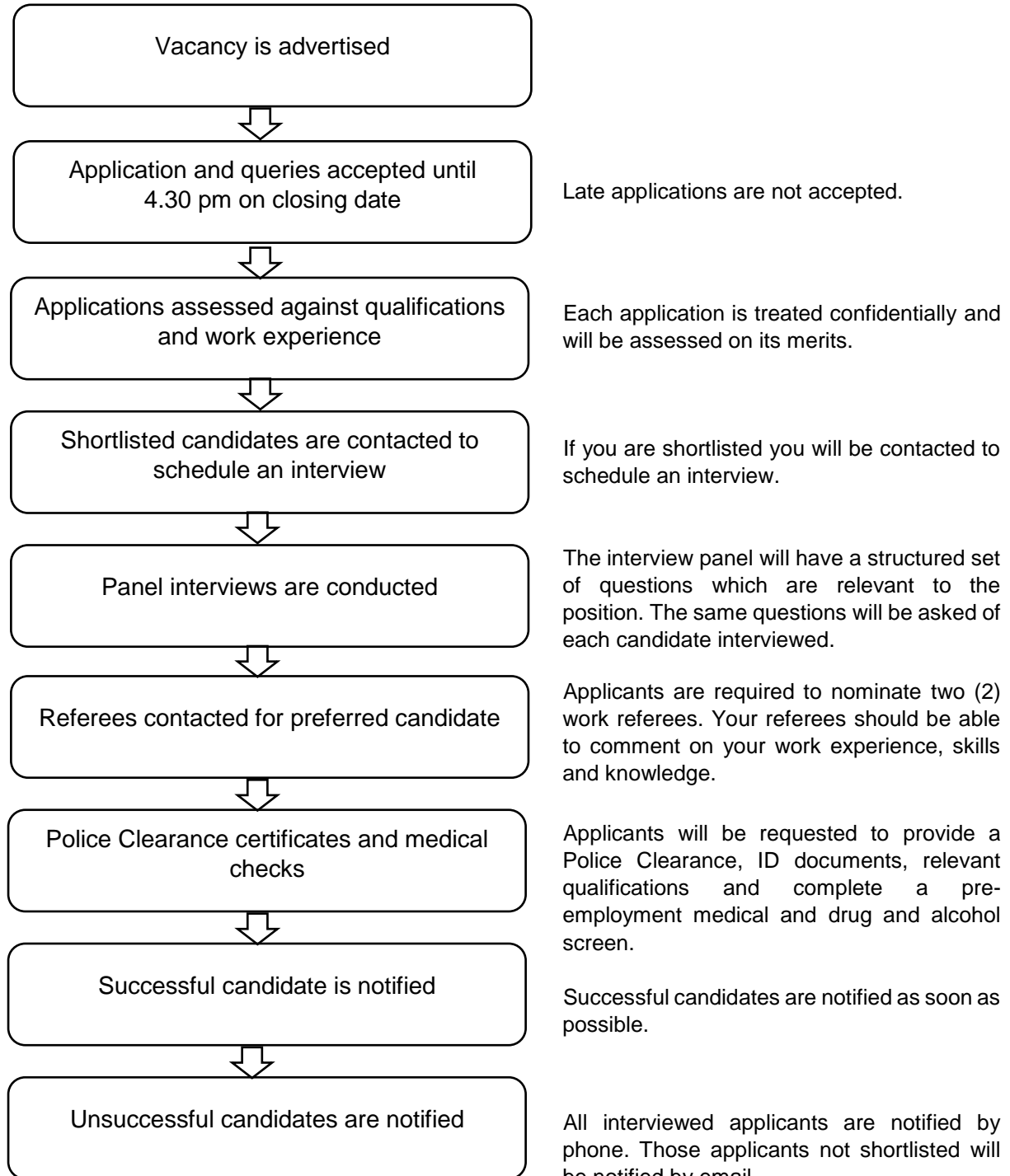
The Shire of Exmouth is an equal opportunity employer. Applicants must be able to demonstrate they have or are able to secure accommodation. The Shire reserves the right to engage candidates at any time under this pool.

Aviation Officer

Full-time, part time, casual



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.

Aviation Officer

Full-time, part time, casual



Effective 1 July 2023 annual remuneration package*

Full time

| | |
|--|-----------------|
| Base salary per annum (pro rata for part time) | \$62,185 |
| Total base salary | \$62,185 |
| Superannuation guarantee 11% | \$6,840 |
| Council Scheme** 5% | \$3,109 |
| Total Package Value | \$72,134 |

Casual

| | |
|---------------------------------------|----------------|
| Ordinary hourly rate | \$26.01 |
| Plus 25% casual loading | \$6.50 |
| Total adult casual hourly rate | \$32.51 |
| Superannuation guarantee 11% | |
| Council Scheme** 5% | |

* Shire of Exmouth Enterprise Agreement 2017 (the Agreement). Wage rates effective 1 July 2023 do not form part of the Agreement as the wage increase is an internal wage increase only.

** Subject to employee contributing a minimum 5% superannuation.

Hours of work:

Subject to operational requirements. Roster is a seven (7) day rotating roster.

Various hours including weekend and public holidays.

Annual leave:

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

Part-time employees will receive a pro-rata portion of the annual leave entitlement according to their hours worked.

Casual employees are not entitled to paid annual leave.

Aviation Officer

Full-time, part time, casual



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.

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.

Aviation Security Identification Card (ASIC):

Aviation candidates must have the ability to obtain and hold an Aviation Security Identification Card (ASIC).

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.

Aviation Officer

Full-time, part time, casual



Identification, working rights and qualifications

The preferred candidate will be required to provide proof of identification which may include a driver's licence, working rights and relevant qualifications to the position.

Equal employment opportunity:

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

Aviation Officer

Full-time, part time, casual



CANDIDATE DETAILS & EMPLOYMENT DECLARATION

| | |
|--|--|
| Position applying for: | |
| Candidate Name: | |
| Address: | |
| Mobile: | |
| Email: | |
| Referee 1 (name, position, ph number) | |
| Referee 2 (name, position, ph number) | |

1. Are you an Australian citizen? 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 details.
Evidence of working right should be sent with application. Yes No
4. 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.

Aviation Officer

Full-time, part time, casual



5. **Please tick to indicate your acknowledgement:**

- I understand the Shire of Exmouth (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 National Police Clearance. I authorise disclosure of the results of these documents to the Shire.
- I consent to any referee checks which may be necessary to support this application.

Print Name and Signature of Applicant

Date