

Employment & Application Information



POSITION: Tourism Trainee

JOB VACANCY NO: PE.RE.93

CLOSING DATE: Thursday 31 October 2019 (not later than 4:30 pm)

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

Exciting Career Path Opportunity - Ningaloo Centre Tourism Trainee – Temporary Full Time

Launch your career with the Shire of Exmouth through the completion of Certificate III in Tourism. You will receive extensive on-the-job training across the Ningaloo Centre including Local Government operations.

The key focus area will be to promote excellence in customer service to ensure visitors to the Ningaloo have a safe and memorable holiday experience through the provision of visitor servicing, visitor attractions, conferencing and administration.

The successful candidate will be energetic and motivated to develop their skills and qualifications through a combination of on-the-job experience in a supportive team environment and formal training, as well as enjoy flexible working conditions.

The start date can be negotiated for the right candidate with an aim to commence mid-January 2020. This position will work an average of 38 hours per week across 7 days. This role is temporary for the duration of the traineeship with the potential to lead to full time employment for the right person.

What you need:

- Commitment to completion of Certificate III in Tourism
- A can-do attitude and welcoming smile
- An interest in the tourism industry
- Some experience utilising Microsoft Office
- Some experience communicating with people and/or customers

What we offer:

- 5 weeks annual leave
- Weekend penalty rates
- Flexible working conditions
- Additional Superannuation
- Rates of pay in accordance with the Shire of Exmouth Enterprise Agreement 2017, Schedule E & National Training Wage.

Take advantage of this opportunity to work for the Shire that will help you achieve your goals.

How to apply:

Send your Resume and a covering letter outlining why you want to undertake the Tourism Traineeship via email: humanresources@exmouth.wa.gov.au

For any enquires regarding this exciting opportunity call Kathleen, Manager HR & Governance directly on 08 9949 3016 to discuss.

Applications in Word or PDF should be received **no later than 4.30pm, 31 October 2019.**

Trainees will be registered with the Department of Training and Workforce Developments (DTWD) Apprenticeship Office.

This registration is facilitated by a Registered Training Organisation.

Eligible trainees cannot be current permanent full time or part time employees of the Shire.

The person employed to undertake the traineeship cannot have been the recipient of a previous traineeship subsidy under the DPIRD Regional Traineeship Grant Program.

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.

EMPLOYEE PERFORMANCE

The appointment will be subject to review over the first six (6) months, in order to assess the employees' performance, productivity and work ethic.

UNIFORM

The successful applicant will be provided with Shire of Exmouth shirts and personal protective equipment (PPE) if required for the job role.

DRUG & ALCOHOL TESTING REQUIREMENT

This position is subject to drug and alcohol testing prior employment and 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 with a Rostered Day Off (RDO) agreement available for some departments
- ❖ 5 weeks annual leave per year
- ❖ Carers/Parental leave available

ATTRACTIVE SUPERANNUATION

- ❖ Additional superannuation on top of the statutory contribution in accordance with the Agreement.

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 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, 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:

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

Tips for your **Resume**

1. Relevant and current contact details: phone, mobile, residential, postal & email addresses.
2. Summary of work experience to current day
 - stating the title of your position held,
 - dates of employment and
 - details of tasks performed in each position
 - reason for leaving.

Tips on **Referees**

- Applicants are required to nominate 2 work referees in support of their application. Your referees should be able to comment on your work experience, skills and knowledge.
- Referees should be contacted for approval before listing them in your application.
- We understand you may not want us to contact your current employee if listed as a referee initially - **If** this is the case please make a note of this next to the Referees name or indicate in your Employment Declaration.

SENDING YOUR 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
Fax:	(08) 9949 3050
Email:	humanresources@exmouth.wa.gov.au

FURTHER INFORMATION:

For position details: Please take the time to read the position description as it is a detailed description of the job itself.

About Exmouth: Visit the Visitors Centre website at www.visitningaloo.com.au

What happens after you have submitted your application?

VERIFYING YOUR APPLICATION:

Applications will be acknowledged within approximately 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.

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 3 weeks, depending on the circumstances.

WITHDRAWING YOUR APPLICATION:

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