



LONGREACH REGIONAL COUNCIL
Business Support Officer
Community & Cultural Services
(Temporary 6 months)
Package Value \$73,323.01 - \$75,276.65

Longreach Regional Council is recruiting for a temporary Business Support Officer (Community & Cultural Services). Applications will be received until **Friday, 23 September 2022**. Late applications may not be considered.

The Position

Do you enjoy administration, problem solving, being a part of a diverse team and are looking for a new challenge?

The Business Support Officer for Community Services is an integral role, is responsible for providing administration support to the Director of Community & Cultural Services in a variety of areas. No two days will be the same, as the successful applicant will be cross-skilled to be able to assist in multiple functions within the Community & Cultural Services Department.

If you have the following skills and experience, this role may be the challenge you are looking for:

- You will have demonstrated experience in administration roles, with the ability to priorities you work;
- You demonstrate a willingness to take the initiative to improve processes making them more efficient and effective;
- Will be able to create good working relationships across all levels of Council; and
- Will be able to demonstrate excellent customer service.

Salary and Conditions

The position is classified as a Level 4 of the Queensland Local Government Industry (Stream A) Award – State 2017 and offers an annual cash annual wage of \$69,497.38 to \$71,265.38 inclusive of all allowances and leave loading. This position also has the following benefits:

- Up to 12% Superannuation Contribution;
- Rostered Days Off;
- 5 Weeks Annual Leave (17.5% Leave Loading);
- 15 Days Sick Leave;
- Provision of Uniforms; and
- Training and Professional Development Opportunities.

Applications

If you believe you would like to join the Longreach Regional Council team, please visit the Council website at www.longreach.qld.gov.au and download a copy of the Position Description and Advertising document. Applications must include a current resume, 2 work related references and a letter addressing how you meet the position requirements. Applications can be emailed to assist@longreach.qld.gov.au

Commitment to EEO and WH&S

Longreach Regional Council is an equal opportunity employer and is committed to providing a safe work environment for all staff. In achieving these goals, it is a mandatory requirement for successful applicants to satisfactorily pass a National Police Check and Medical Screening.

Longreach Regional Council is an equal opportunity employer.

Dirk Dowling
Chief Executive Officer

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