



EXTERNAL VACANCY ADMINISTRATIVE SUPPORT OFFICER ENVIRONMENTAL SERVICES

Level 2

Queensland Local Government Industry (Stream A) Award – State 2017

Salary \$68,108.00- \$72,516.00 per annum

(Dependent on qualifications and experience)

An opportunity exists within Mount Isa City Council for an **Administrative Support Officer** to join our Environmental Services team. This position is to ensure the provision of a high standard of service and facilities which support and improve environmental and biosecurity services for Council.

The successful applicant will have:

- Certificate III in Local Government (Health & Environment) or demonstrated experience in an similar position (desirable);
- Possession of a current WH&S Construction White Card;
- Current "C" class Driver's Licence or ability to acquire a licence prior to officially commencing in the role;
- Understanding of environmental, rural lands, biosecurity and vector control matters;
- High level of confidentiality and ability to exercise discretion in a professional manner essential;
- Well-developed interpersonal communication skills with a high level of customer service aptitude;
- Demonstrated report writing ability;
- A team approach and the ability to effectively operate in a multi-faceted unit where multi-tasking is often required to achieve outcomes;
- Self-motivated with strong time management, problem solving and decision-making abilities;
- Demonstrated ability to communicate effectively (both verbally and written) with internal and external customer including people with different backgrounds/cultures;
- High level of computing knowledge including Microsoft Suite of programs; and
- Knowledge of Council's corporate applications.

You are required to provide written responses to the Key Selection Criteria which is located in the back of the position description.

Applicants will be required to undertake and pass a pre-employment medical.

The benefits of working for Local Government:

Council offers excellent working conditions, generous superannuation benefits (up to 12%); minimum 36.25 hour working week with Council's flexitime agreement and 5 weeks annual leave.

Applications/Enquiries:

You will require the application form and Position Description to effectively respond to the Key Selection Criteria. Applications should be supported by full resumes, a completed application form and must address the Key Selection Criteria as detailed on the Position Description.

Applications Close 5:00pm Wednesday 7 December 2022.

**Dale Dickson
Interim Chief Executive Officer**

**PO Box 815 MOUNT ISA QLD 4825
Website: www.mountisa.qld.gov.au**

"Mount Isa City Council is an Equal Opportunity Employer with a non-smoking work environment"

Applicants must be eligible to live and work within Australia



Mount Isa City Council

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