



POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	DEPOT OFFICER
Reporting To	Fleet & Depot Manager
Classification	Full time
Level	Level 4 (\$60,974.29 - \$65,192.06 per annum)
Location	Alice Springs Depot and remote communities as required

OBJECTIVES OF THE POSITION:

Operating under the direction of the Fleet & Depot Manager and in accordance with the Central Desert Regional Council corporate plans/policies and relevant legislation this position is responsible for 1) supporting the purchase, management, tracking and sales of fleet and plant; 2) supporting goods management, receiving and dispatch at the Depot.

DUTIES AND RESPONSIBILITIES:

DEPOT MANAGEMENT

- Contribute to the professional management of the CDRC Depot.
- Supply excellent customer service to Council staff and external stakeholders.
- Under the directive of the Fleet & Depot Manager provide stores and administrative support at the Alice Springs Depot
- Maintain the Depot office, shed and yard as safe working spaces, free from hazards that risk work health & safety outcomes.
- Receive and process orders from program activities run throughout the Council region.
- Work closely with relevant Council program staff to ensure equipment required to run Council activities is prepared promptly.
- Deal professionally with telephone enquires on a daily basis.
- Maintain accurate stock records, check and receive purchase orders.
- Receive deliveries, arrange transport and dispatch goods where appropriate to particular locations throughout the region.

FLEET MANAGEMENT

- Help maintain the fleet register, database, vehicle registrations, site audits and other databases / systems as required.
- Assist the tendering, identification, assessment, purchasing, maintenance and disposal of fleet and plant
- Visit businesses and locations in Alice Springs to collect and dispatch fleet and goods when needed.

GENERAL

- Understand and learn the various elements of Council operations.
- Ensure important documents and emails are uploaded to InfoXpert system.
- Other duties as designated by the Fleet & Depot Manager.

SELECTION CRITERIA:

Essential:

- An awareness of issues affecting Aboriginal people in remote locations.
- At least 1-3 years stores or administration experience.
- Proven administrative skills in an office environment
- Good interpersonal skills and a basic knowledge of human resource management and administration principles.
- Demonstrated literacy, numeracy and computer keyboard skills of a high standard, with emphasis on word processing, spreadsheets and databases.
- Sound report and letter writing skills.
- Demonstrated good customer service and cross-cultural communication skills, and ability to work with a geographically dispersed/diverse team.
- Proven ability to meet deadlines under pressure.
- Sound knowledge of Work Health and Safety requirements.
- A demonstrated knowledge of stock control procedures.
- Demonstrated ability to use initiative and work with autonomy but also operate within a larger team environment.
- A willingness to learn a large and diverse range of skills.
- Agreement to an NT Police Criminal History checks
- Hold a current C Class drivers license.
- Hold a current Forklift license
- Willingness to obtain a White Card and undergo additional on the job training.
- Good understanding of the operation and maintenance needs of fleet and heavy plant.

SELECTION CRITERIA:

Desirable:

- Qualified Motor Mechanic.
- Hold a current HC Class drivers license.
- Have a current Certificate IV in Training and Assessment.

Classification

Level 4 covers operational and administrative employees undertaking duties and responsibilities in excess of Level 3 and is the entry level for technical and trades employees.

Authority and accountability: Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading employees in operational duties or the application of trades, administrative or technical skills.

Judgment and problem solving: The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.

Specialist knowledge and skills: Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant, machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.

Management skills: Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the 'work face'.

Interpersonal skills: Employees at this level require effective communication skills to enable them to communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.

Qualifications and experience: Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through:

a trade certificate or equivalent;

completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or

knowledge and skills gained through on-the-job training.

Note to Candidates

The Depot Officer will be expected to:

- Interact with Aboriginal people who speak Anmatjere, Arrernte and/or Warlpiri as a first language.
- Hold a current C-class drivers licence.
- Regularly drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Shire Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

VISION – TWO WAYS, ONE OUTCOME

(Indigenous and non-indigenous people working together for the best outcomes)

**INFORMATION FOR APPLICANTS FOR THE POSITION OF
DEPOT OFFICER**

Central Desert Regional Council is a council that covers the following: Anmatjere Community, Arltarlpilta Community, Lajamanu Community, Nyirripi Community, Nyirripi Community, Yuendumu Community, Willowra Community and a large area of currently unincorporated land.

The new Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

CONTRACT

The successful applicant will be employed under a full time permanent employment contract (38 hours / week)

SALARY

A salary of Level 4, \$60,974.20 - \$65,192.06 per annum

SUPERANNUATION

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Super.

SALARY SACRIFICING

Council has entered into a contractual relationship with Remserv to administer the salary packing process on its behalf. Remserv is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on remserv@remserv.com.au or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.

NOTE: Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council can not legally offer such benefits.

ANNUAL LEAVE

An full time employee is entitled to 6 weeks with a leave loading of 17.5% of salary when taking leave.

By agreement, the employee may request in writing the cashing in of annual leave so long as he/she will remain with a balance of 4 weeks after the cashing in.

LONG SERVICE LEAVE

This clause is read with and is subject to the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*.

An employee who has completed ten (10) years of continuous service will be entitled to thirteen (13) weeks of paid long service leave. However, an employee after seven (7) years of continuous service may take pro rata long service leave.

The balance of long service leave accrued after the completion of each ten (10) years of service (that is, taking into account any pro rata long service leave previously taken) must be taken as soon as practicable after the completion of that period and in any event totally expended within twelve (12) months of the completion of that period unless otherwise approved by the CEO.

Long service leave may only be taken in one (1) block or in not less than four (4) week blocks as agreed to by Council.

An employee must give at least four (4) weeks' notice of intention to take long service leave or part thereof.

Employees may be permitted to take LSL at double the time for half pay.

An employee, having less than ten (10) years but more than seven (7) years of continuous service, who ceases employment for any other reason than serious misconduct will be paid for 1.3 weeks leave for each year of completed service unless previously taken under G5.2.

In accordance with section 109 of the *Local Government Act 2008* (NT), an employee who enters into the service of Council from another council, a local government subsidiary within the Northern Territory or the Local Government Association Northern Territory is entitled to long service leave that has accrued with the employee's previous employer to accompany and be available to the employee following that entry.

PERSONAL LEAVE

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
 - A personal illness, or personal injury, affecting the member, or
 - An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

- child (including foster child), parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

STUDY LEAVE

The employee is entitled to reasonable study leave by agreement with the CEO.

LEAVE WITHOUT PAY

Leave without pay provisions apply as approved by the CEO.

HOURS OF WORK

38 hours / week

CEREMONIAL LEAVE

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave. Cultural/Religious leave will be cumulative one day per completed month of service to a maximum of 10 days per annum.

Cultural leave does not accumulate from year to year.

Employees may request approval for additional unpaid leave for the purpose of cultural leave or sorry business.

PUBLIC HOLIDAYS

CDRC Enterprise Agreement leave conditions will apply. Refer to the Enterprise Agreement.

PROBATION

The Depot Officer's employment will be subject to an initial probationary period of six months.