

situations vacant

■ Revenue Unit Project Officer - Fixed Term (12 months), Part time (0.4 eft)

Council is seeking to appoint a person experienced in computerized accounting and financial systems associated with property and rates to provide a range of administrative functions that support Council's property rating, debtor and general revenue functions. Remuneration will be based on Band 5 classification of the Mansfield Shire Council Enterprise Agreement 2016. For a confidential discussion regarding the position contact Bess Gillard, Revenue Coordinator on 5775 8573.

■ Administrative Support Officer - Maternity Leave Position Fixed Term (approx. 12 months), Part time (0.8 eft)

Council is seeking to appoint a person with demonstrated proficiency in the use of various software packages and proven skills and experience providing efficient and effective administrative services. The appointment is to cover a period of maternity leave commencing July, 2019. Remuneration will be based on Band 5 classification of the Mansfield Shire Council Enterprise Agreement 2016. For a confidential discussion regarding the position contact Ben McKay, Development Services Manager on 5775 8591.

■ Environmental Health Officer - Fixed Term - Maternity Leave (Approx. 12 months), Part time (0.8 eft)

Council is seeking to appoint a suitably qualified and experienced person to fulfil Council's statutory obligations in respect of environmental health and regulatory services. The appointment is to cover a period of maternity leave commencing July, 2019. Remuneration will be based on Band 6 classification of the Mansfield Shire Council Enterprise Agreement 2016. For a confidential discussion regarding the position contact Kevin Murphy, Senior Environmental Health Officer on 5775 8544.

■ Governance Administration Officer - Fixed Term (approx. 4 months), Full time (1.0 eft)

Due to an extended period of leave, Council is seeking to appoint a person with demonstrated proficiency in the use of various software packages together with proven skills and experience providing efficient and effective administration services. The appointment is to cover a period of extended leave commencing June, 2019.

Remuneration will be based on Band 5 classification of the Mansfield Shire Council Enterprise Agreement 2016. For a confidential discussion regarding the position contact Michelle Kain, Governance and Risk Coordinator on 57758615.

*For full details on the above positions, please refer to the Employment page of Council's website www.mansfield.vic.gov.au
Written applications close at 5:00pm on Monday 6 May 2019.*