

## EMPLOYMENT



### Swimming Pool Lifeguard positions for season 2019/20

Murrindindi Shire Council has four outdoor aquatic facilities, located in Alexandra, Eildon, Marysville and Yea. We are seeking motivated individuals to work at these facilities from October 2019 until March 2020. Experience is not necessary, however Pool Lifeguard and Level 2 First Aid qualifications are essential. Full on-the-job training will be provided and there is the opportunity for ongoing work in future seasons. Minimum age to obtain a Pool Lifeguard qualifications is 16 years. Pool Lifeguard and Level II First Aid must be obtained prior to the on-the-job training in early November.

#### Facility Supervisor/Lifeguard

This Casual position requires up to 30 hours per week (\$35.71 per hour). Duties involve maintaining a safe environment for patrons and lifeguards, staff rosters, running training sessions, supervision of staff and maintenance of pool grounds and water quality. Excellent communication skills are required.

#### Casual Lifeguards

This Casual position has variable hours (ranging from 10-30 hours per week) (up to \$34.31 per hour - please note, the hourly rate will be lower if age of successful applicant is under 21 years). Duties will include maintaining a safe environment for patrons, water testing and grounds maintenance, including light cleaning duties.

#### Volunteer Lifeguards

A great pathway into future roles, the Volunteer Lifeguard positions are similar to the Casual Lifeguard position and are compensated with training and a free season pass. All mandatory training sessions will need to be attended and the cost of attending an accredited pool lifeguard course will be reimbursed.

Appointment to these positions is subject to a Working with Children Check and a Police Check.

For more information, including the position descriptions, or to apply see [www.murrindindi.vic.au/jobs](http://www.murrindindi.vic.au/jobs) or call Council's Coordinator Community Development, Stuart Coller on 5772 0333.

Applications must address the key selection criteria and be clearly marked either 'Facility Supervisor', 'Casual Lifeguard', 'Volunteer Lifeguard'.

You can submit your application and accompanying attachments:

- online at [www.murrindindi.vic.gov.au/jobs](http://www.murrindindi.vic.gov.au/jobs) (you will receive an email notification confirming your submission)
- by email to [msc@murrindindi.vic.gov.au](mailto:msc@murrindindi.vic.gov.au)
- by post to Murrindindi Shire Council, PO Box 138, Alexandra 3714

**Applications close: 5pm on Friday 26 July 2019.**

## EMPLOYMENT



### REVENUE ADMINISTRATION OFFICER

- **Part Time, Ongoing – 0.4 EFT 15.2 hours per week**
- **Salary Classification Band 4 – \$28.32 per hour**

We are looking for an enthusiastic team player to provide administrative support to the Finance Department primarily in Revenue. The successful applicant will have excellent communication and customer relation skills and experience using computer accounting systems and Microsoft Excel.

Days and hours are flexible and could be worked over 2 to 5 days per week.

#### Employee Benefits:

Working in Strathbogie Shire, employees enjoy a range of staff benefits including flexible working arrangements, free on-site parking, Study Assistance and Professional Development Programs, Employee Assistance Program, Social Club, and Income Protection and Health Insurance schemes.

#### How to Apply:

Applications must include a cover letter, current resume and a statement addressing the key selection criteria as outlined in the position description.

**Applications must be submitted by 5:00pm Friday, 26 July 2019 and addressed to:**

**Chris Dube**

**Executive HR Business Partner**

**Strathbogie Shire Council**

**PO Box 177**

**EUROA VIC 3666**

**Alternatively, you may submit your application via [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)**

A copy of the Position Description can be found on the Council website.

**For further information about this position, please contact Leanne Smith, Revenue Coordinator on (03) 5795 0000.**

## EMPLOYMENT

### NOEL G. O'MEARA & ASSOCIATES

Are seeking applicants for a Trainee Officer Administrator.

Located at the Euroa Office, the position is full time (Mon-Fri, 9am-5pm) and includes a traineeship in office administration (Certificate III).

The training involves general office duties, such as reception, data entry, coding, maintaining files and other duties as required.

The ideal applicant has a strong work ethic, is able to maintain a calm demeanour and engages well with staff and clients.

To apply, email your CV and a one page cover letter to [euroanoel@bigpond.com](mailto:euroanoel@bigpond.com) For more information call (03) 5795 2783.

**Applications close at 5pm, Monday, July 15, 2019.**

## EMPLOYMENT



### Chief Executive Officer

The Strathbogie Shire is a vibrant and progressive rural municipality renowned for its diverse communities, heritage architecture and beautiful natural features. The Shire has a strong agricultural economic base and a growing wine industry and tourism sector. It is centrally located in Victoria and a highly desirable place to live for those seeking a rural lifestyle.

The Strathbogie Shire Council is committed to community wellbeing, economic and ecological sustainability principles and delivering high quality services and infrastructure to residents. The Council is seeking a contemporary leader, who is entrepreneurial and has an authentic, transparent management style. They need to have a proven track record in general and financial management, having ideally led complex organisations in times of challenge, change and opportunity. While an understanding of local government would be an advantage, demonstrated success in delivering high quality services for, and in collaboration with, the public is more important.

To be successful, you will either have held a similar level role or be ready to take the next step in your career. You will have a strong understanding of rural and regional communities and enjoy being actively involved in your community. You will have a commitment to working effectively with the Council, empowering staff and promoting a culture of collaboration, excellence and customer service. You will have the ability to build strong regional partnerships and inter-governmental relationships and enjoy advocating on behalf of and contributing towards the future direction of the region.

Energetic and with a positive outlook, you will be commercially focused and possess well developed strategic planning, facilitation, interpersonal and communication skills. You will be flexible and be willing to embrace new opportunities and fresh ideas which have a positive impact on the organisation's working culture, improve efficiency, meet the needs of the Shire, and are reflected in high community satisfaction.

**For a confidential discussion, please contact Angela Clelland at Omera Partners on +61 3 9948 2139 or [aclelland@omerapartners.com](mailto:aclelland@omerapartners.com). Please forward your resume and covering letter to [resume@omerapartners.com](mailto:resume@omerapartners.com) by Friday 2 August 2019.**



### Euroa Health Food Services Assistant Casual

Euroa Health is seeking catering staff for a number of casual positions in catering services to assist with cooking and provision of food services. Euroa Health has a new modern and well-equipped commercial kitchen.

An important aspect of the role is quality compliance with relevant food safety and hotel services standards and provision of excellent customer service. Applicants must have a positive and professional work ethic with a genuine commitment to high quality service.

For further information and a copy of the position description contact Peter Kumar, Executive Chef (03) 5795 0200.

Applications addressed to: Peter Kumar, Executive Chef

Email: [executivechef@euroahealth.com.au](mailto:executivechef@euroahealth.com.au)

Applications Close: **19th July 2019 at 5pm**