



# BOULIA SHIRE COUNCIL

## POSITION VACANT – Maternity Leave Contract

Short Term – Jul to Nov 2024

### Part Time Works Depot Administration Officer

<b>POSITION TITLE:</b>	Depot Administration Officer – Maternity Leave Contract MAY-NOV2024
<b>DIRECTORATE:</b>	Works and Operations
<b>DEPARTMENT:</b>	Operations
<b>CLASSIFICATION:</b>	Level 3.1
<b>REPORTS TO:</b>	Director of Works & Operations
<b>AWARD and STREAM:</b>	Queensland Local Government Industry Award (Stream A) - State 2017
<b>HOURS:</b>	56 hours per fortnight (minimum)
<b>LOCATION:</b>	Boulia Works Depot
<b>REVIEW DATE:</b>	2/7/2024

The primary function of this role is to provide administrative support to the Director of Works & Operations as well as to the Works Manager. Facets of this role are broad scoping and successful candidate will enjoy a work environment that is constantly moving and utilising a suite of software programs. Training will be made available for successful candidate.

This position is offered on a part time basis as a maternity leave contract from July – November 2024. 56 hours per fortnight over four days is the current work schedule, there is flexibility to work within these hours in consultation and with approval of management.

Salary listed in table is based on 56 hour fortnight

Base Rate of pay	\$53,539.03
Locality allowance (single)	\$2,008.28
Superable wage (Base+OAP) 12%	\$6,424.68
Attract and Retention Allowance	\$1,931.03
Work Health and Safety Bonus	\$965.52
<b>Total Annual Salary</b>	<b>\$64,868.54</b>
<b>Base Hourly Rate (including loading)</b>	<b>\$36.77</b>

A comprehensive position description is available on our website or upon request. To apply, please submit your resume and responses addressing key selection criteria and provide any additional information relevant to application.

Applications will be addresses as received with a view to an immediate start. Please email [hr@boulia.qld.gov.au](mailto:hr@boulia.qld.gov.au) to submit your application or if you require further information.