



Cinema Assistant (Casual)

Thank you for your interest in applying for the casual position of Cinema Assistant with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

-) Employment Details
-) Benefits of working with Hindmarsh Shire Council
-) Position Description
-) Key selection criteria
-) Details on applying for a position with Hindmarsh Shire Council

For general details of the Council, please refer to the following website:
www.hindmarsh.vic.gov.au.

For further information about the position or duties involved, please contact Helen Thomson, HR, Governance and Compliance Coordinator on (03) 5391 4447 or hthomson@hindmarsh.vic.gov.au.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

-) Above Award pay rates
-) Annual pay increases via Enterprise Agreement
-) Commitment to work-life balance
-) Annual Leave Loading
-) Employee Assistance Program
-) Active Social Club
-) Salary Sacrifice opportunities for superannuation
-) Rates deductions via payroll for employees owning a property in the Shire
-) Ability to purchase additional annual leave via Enterprise Agreement
-) Car parking
-) Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.

**Employment Details for the Position of:
Cinema Assistant**

<u>Status:</u>	Casual
<u>Location:</u>	The position will be based at the Hindmarsh Shire Council, 92 Nelson Street, Nhill.
<u>Award:</u>	Victorian Local Government Award 2015
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 8, 2016
<u>Classification:</u>	Band 1A
<u>Salary:</u>	\$31.16 per hour (including Casual Loading), plus Superannuation (compliant with Government requirements)
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work.



HINDMARSH SHIRE COUNCIL

POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Cinema Assistant

Department: Corporate & Community Services

Starting Point/Location: Nhill Memorial Community Centre

Classification: Victorian Local Government Award 2015 and Hindmarsh Shire Council Enterprise Agreement (Band 1)

Employment Type: Casual

2. CURRENCY:

Date Approved: 23 May 2018

Version: 1.01

Name of Occupant:

Signature: ----- **Date**-----

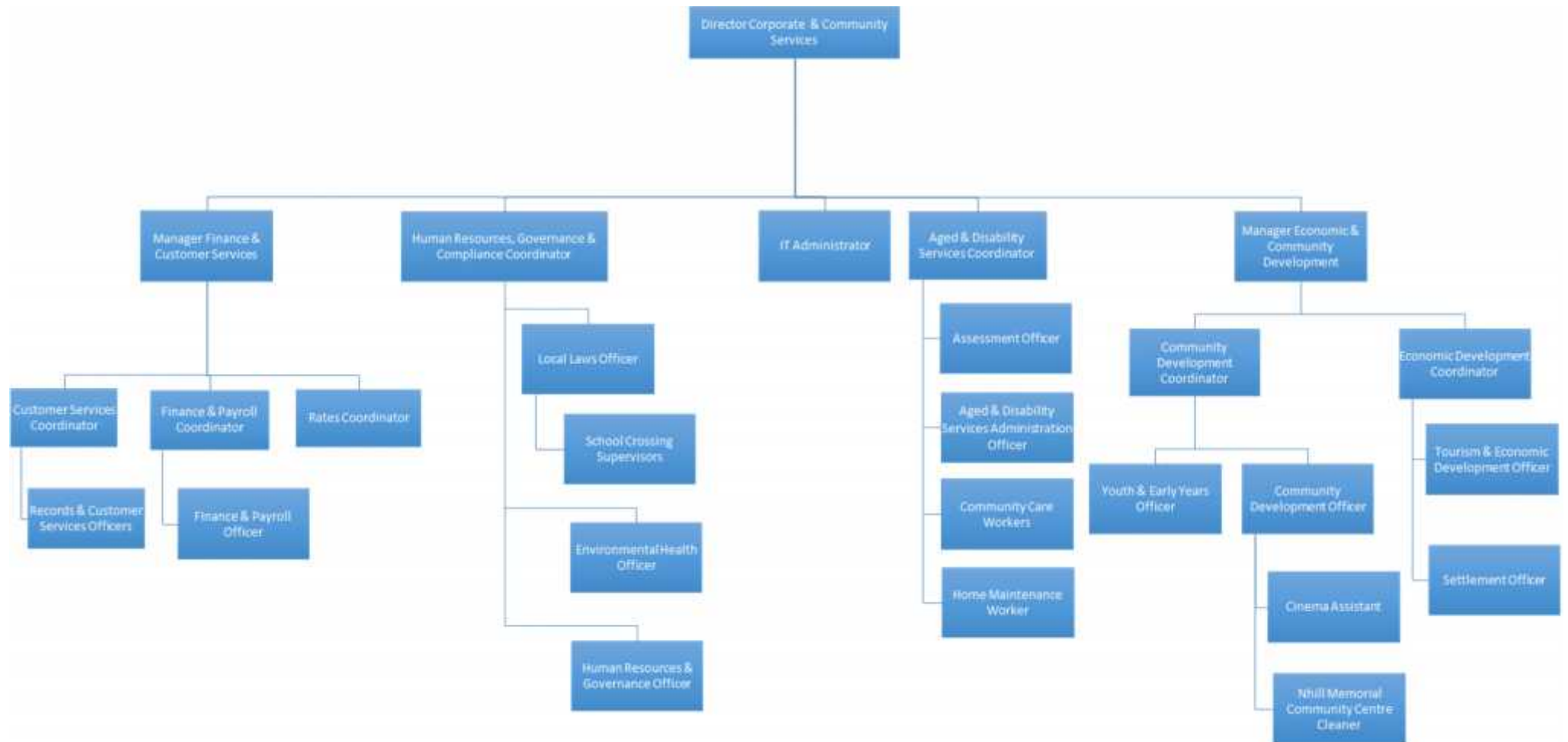
Prepared By: Peter Rudge **Date** 23 May 2018

Approved By: Monica Revell **Date** 23 May 2018

H.R Approved: Helen Thomson **Date** 23 May 2018

Previous version: 1.0 05/01/18

DEPARTMENT STRUCTURE:



3. POSITION OBJECTIVES:

This position exists to service the Nhill Memorial Community Centre Cinema. The Cinema Assistant will provide customer service to patrons by selling tickets and snacks in the Box Office. The Cinema Assistant will also be responsible for the screening of films.

4. CORE ACTIVITIES:

-) Open and Close Cinema for movie screenings;
-) Sale of tickets and snacks;
-) Collection of tickets from Community Centre patrons;
-) Usher patrons to their seats in a timely manner (only if required);
-) Coordinate the screening of movies (starting and turning off projection system) and cinema hosted events;
-) Liaise with disruptive patrons and diffuse the situation quietly;
-) Report in a timely manner any disruptive patrons to the Coordinator, Nhill Memorial Community Centre;
-) Report any faults with seating or other problems encountered to the Coordinator, Nhill Memorial Community Centre;
-) Undertake any other duties as directed by the Coordinator that are within the skills and competence of the employee.

5. ORGANISATIONAL RELATIONSHIPS:

Reports to: Nhill Memorial Community Centre Coordinator

Supervises: Nil

Internal Contacts: Cleaner

External Contacts: Patrons

4. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

-) Take reasonable care for their own health and safety;
-) Notify their Manager of their inability to carry out any physical task that is outside their capability;
-) Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace;
-) Co-operate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Job Safety Analysis (JSA);
-) Complete Accident, Hazard and Near Miss Reports in a timely manner;
-) Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety;
-) Use protective equipment or clothing provided by Council at all required times;
-) Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

5. RISK MANAGEMENT:

Whilst at work, an employee must:

-) Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors;
-) Take all reasonable action to protect Council assets from damage and or loss;
-) Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

8. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

-) Works under routine supervision;
-) Responsible for quality of own work;
-) Accountable for ensuring all patrons are seated in a professional manner and that all faults and disruptive patrons are promptly reported.

9. JUDGMENT AND DECISION MAKING:

-) The requirements of the position are routine and well defined;
-) Resolution of minor problems may occur where possible.

10. SPECIALIST KNOWLEDGE AND SKILLS:

-) Basic knowledge of Customer Service.

11. MANAGEMENT SKILLS:

Nil

12. INTER-PERSONAL SKILLS:

-) Basic oral and written communication skills;
-) Interaction with members of the public.

13. QUALIFICATIONS AND EXPERIENCE:

-) No prior experience required.

14. KEY SELECTION CRITERIA:

-) Ability to work without ongoing direct supervision.
-) Past experience in cash handling and basic reconciliation methods.
-) Basic administrative skills.
-) Past experience dealing with people in a friendly and professional manner.

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Applying for a position with Hindmarsh Shire Council

This guide has been designed to assist you in applying for a position with the Hindmarsh Shire Council. It will provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

How to Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the positions.

Applicants should prepare the following information:

-) A covering letter
-) A separate attachment addressing the Key Selection Criteria
-) A current resume

Addressing the Key Selection Criteria

Applicants are required to address the Key Selection Criteria referred to in the Position Description (PD). Selection Criteria are used in the PD to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

Addressing the Key Selection Criteria should be written as a separate document and submitted together with your resume and brief covering letter.

Do: Read the Position Description.

Note the closing date for applications (late applications will not be considered).

Address the Key Selection Criteria in your application and detail how your skills, abilities, experience and qualifications meet these criteria.

Ensure you provide a telephone contact number in your application.

Don't: Assume that the Selection Panel knows anything about you

Submit a generic application

Attach original certificates or references (please send photocopies only as they will not be returned)

Don't be deterred if you do not obtain an interview. Consider why you may have not been chosen and then, if necessary, ask the contact person for some feedback on your application.

Submitting Applications (Applications should be marked Private & Confidential)

Mail to:

Attn: Human Resources Coordinator
Hindmarsh Shire Council
PO Box 250
NHILL VIC 3418

Deliver in person:

Attn: Human Resources Coordinator
Hindmarsh Shire Council
92 Nelson Street
NHILL VIC 3418

Email to:

hr@hindmarsh.vic.gov.au

Assessment of Applications

-) Each application will be assessed against the Key Selection Criteria for the position.
-) Applicants who most closely meet the Criteria will be offered an interview
-) Applicants not short listed for interview will be advised in writing.
-) Applicants not short listed for interview will be able to ask the Human Resources Coordinator for feedback on their application.

The Interview:

-) You will be contacted by phone if you have been selected for an interview
-) You will be provided with details regarding the time, day and location of the interview
-) The interview panel will usually consist of three panel members, including the Manager / Supervisor of the position
-) During the interview, panel members will ask questions to determine who will be the best candidate for the position
-) You will have an opportunity in the interview to ask questions
-) If you have not provided referee details on your resume, be prepared to provide them at the interview
-) Referee checks will be conducted for the preferred candidate at the conclusion of the interviews.
-) Please be on time for your interview
-) Please contact HR if you cannot attend the interview or wish to withdraw from the process.

After the Interview:

The successful interviewed applicant:

-) Will be notified by phone
-) Will have the relevant pre-employment checks conducted
-) Will agree on a start date and a letter of offer will be sent, outlining terms and conditions of employment.

The unsuccessful interviewed applicants:

-) Will be advised by telephone of the interview panel decision, followed by a letter confirming the outcome
-) Is able to ask the Human Resources Coordinator for feedback on their application and interview.

---- End ----