



## **Rainbow Caravan Park Relief Caretaker**

Thank you for your interest in applying for the position of Rainbow Caravan Park Relief Caretaker 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; and
- ) 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](http://www.hindmarsh.vic.gov.au).

For further information about the position or duties involved, please contact Noella Smith, Contracts Administration Officer, on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@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: Rainbow Caravan Park Relief Caretaker**

<u>Status:</u>	Casual – Specific Engagement
<u>Location:</u>	The position will be based at the Rainbow Caravan Park
<u>Award:</u>	Victorian Local Authorities Award 2001
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 8, 2016
<u>Classification:</u>	Band 1 plus Industry (includes 25% casual leave loading and 25% special engagement) per the Victorian Local Government Award 2015 and Hindmarsh Shire Council Enterprise Agreement.
<u>Hourly Rate:</u>	\$38.61 per hour
<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>Hours:</u>	Hours of work are casual and will vary each fortnight.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<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:** Rainbow Caravan Park Relief Caretaker

**Department:** Infrastructure Services

**Starting Point/Location:** Rainbow Caravan Park

**Classification:** Band 1 plus Industry (includes 25% casual leave loading and 25% special engagement) per the Victorian Local Government Award 2015 and Hindmarsh Shire Council Enterprise Agreement

**Employment Type:** Casual – Special Engagement

**2. CURRENCY:**

**Version:** 1.01

**Date Approved:** 08 February 2018

**Name of Occupant:**

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

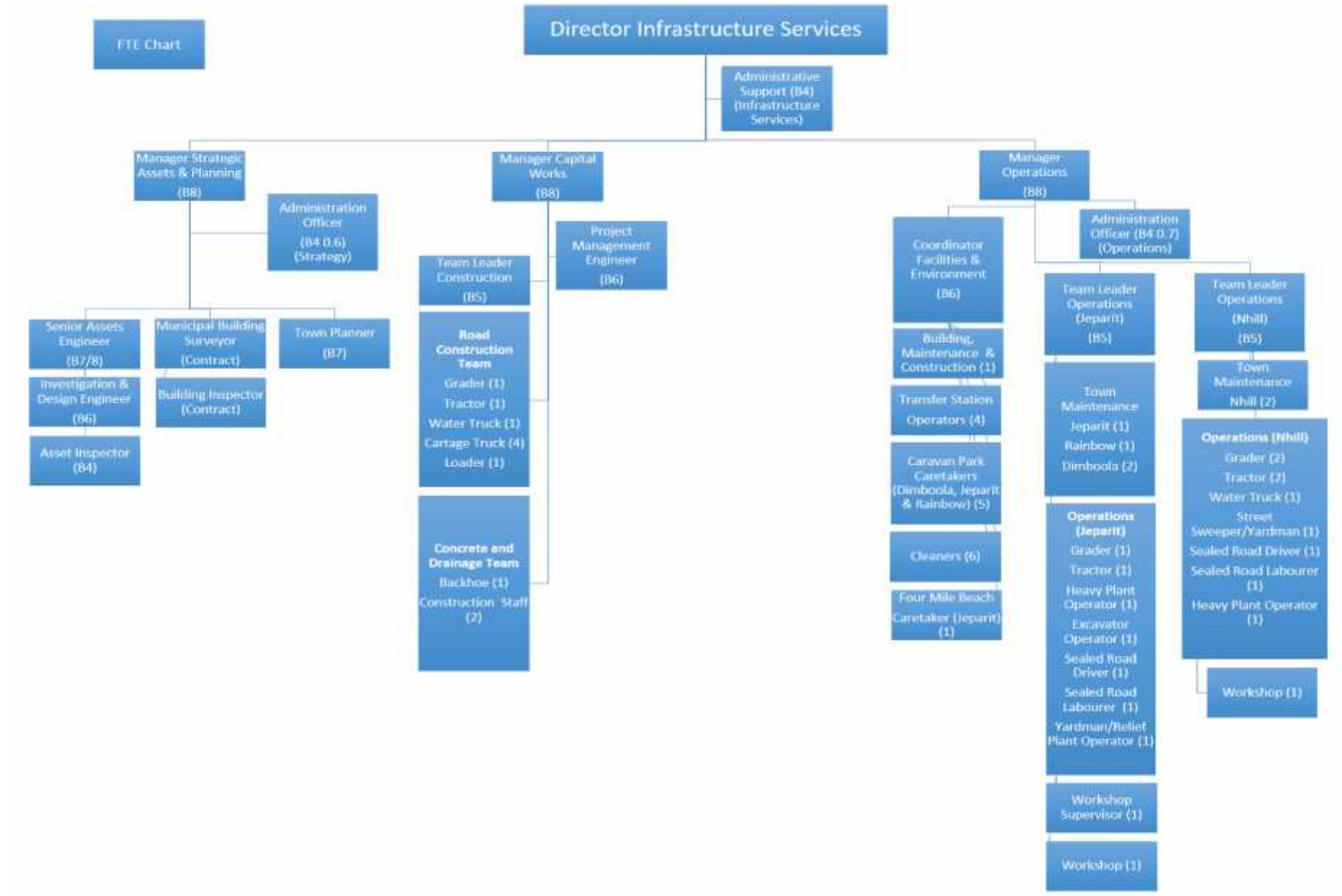
**Prepared By:** Wayne Schulze **Date** 08 February 2018

**Approved By:** Shane Power **Date** 08 February 2018

**H.R Approved:** Monica Revell **Date** 08 February 2018

**Version Control:** 1.00 Nov 2011

### 3. DEPARTMENT STRUCTURE:



#### **4. POSITION OBJECTIVES:**

To ensure that the Rainbow Caravan Park is kept in a good state of cleanliness and that all amenities and surrounds are maintained.

#### **5. KEY RESPONSIBILITY AREAS:**

- 5.1 Maintain the amenities in a clean and tidy state at all times.
- 5.2 Collection of fees from park patrons.
- 5.3 Delivery of fees on a minimum weekly basis to the Rainbow Customer Service Centre for receipt and banking.
- 5.4 Respond to booking enquiries and provide advice on associated tourism attractions.
- 5.5 General duties on a regular basis which may include:
  - ) Empty rubbish bins.
  - ) Disinfect toilets, clean hand basins, toilet bowls and mirrors.
  - ) Sweep and/or wash showers and toilet areas.
  - ) Sweep toilet amenities.
  - ) Pick up any loose litter.
  - ) Report any items of maintenance required to Council.
  - ) Refill toilet paper and hand towels in toilets.

#### **6. ORGANISATIONAL RELATIONSHIPS:**

- Reports to:                    Manager Operations
- Supervises:                    Nil
- Internal Contacts:            Customer Services Officers,  
                                        Rainbow Town Maintenance,
- External Contacts:          Park patrons

#### **7. 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.
- ) Actively participate in Council safety programs.

## **8. 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.

## **9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- 9.1 The Rainbow Caravan Park Relief Caretaker will utilise a range of basic skills to undertake a broad range of tasks.
- 9.2 The Rainbow Caravan Park Relief Caretaker is responsible for the quality of their own work.
- 9.3 Work performed falls under specific guidelines and there is some discretion on a daily basis.

## **10. JUDGEMENT AND DECISION MAKING:**

- 10.1 The work is routine and clearly defined in nature.
- 10.2 Minor problems may be resolved that relate to the immediate work task.

## **11. SPECIALIST KNOWLEDGE AND SKILLS:**

- 11.1 Basic knowledge of cleaning practices.
- 11.2 Basic customer service.
- 11.3 Basic knowledge of local tourist attractions.
- 11.4 Basic knowledge of the Residential Tenancies (Caravan Parks and Standards) Regulations 2010.

## **12. MANAGEMENT SKILLS:**

Nil

## **13. INTER-PERSONAL SKILLS:**

- 13.1 Basic oral communication skills to enable communication with clients, members of the public and other employees.

## **14. QUALIFICATIONS AND EXPERIENCE:**

- 14.1 Basic cleaning experience.
- 14.2 Past experience in dealing with customers in a polite and friendly manner.

**15. KEY SELECTION CRITERIA:**

- 15.1 Basic cleaning experience.
- 15.2 Past experience dealing with customers in a polite and friendly manner.
- 15.3 Ability to follow basic procedures to complete work activities.
- 15.4 Basic experience in cash handling.

**---- End ----**





## 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: Contracts Administration Officer  
Hindmarsh Shire Council  
PO Box 250  
NHILL VIC 3418

#### **Deliver in person:**

Attn: Contracts Administration Officer  
Hindmarsh Shire Council  
92 Nelson Street  
NHILL VIC 3418

#### **Email to:**

[hr@hindmarsh.vic.gov.au](mailto: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 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 Council 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 for feedback on their application and interview.

**---- End ----**