



# Vacancy Notice

## Weekend Officer

**City of Mount Gambier has an exciting opportunity for a motivated and driven individual to join The Riddoch Arts and Cultural Centre team.**

### About the position:

- Part-time position

The Riddoch Arts and Cultural Centre Weekend Visitor Services Officer is responsible for the effective operation of the Riddoch Arts and Cultural Centre during weekends and public holidays. The role provides quality customer service to the public, as well as supervises the weekend team to ensure the objectives of the Riddoch Arts and Cultural Centre are met. The role includes providing administrative support to the broader Riddoch team. The position must be willing to complete training in emergency management procedures, first aid, and working with children.

**This position is offered on a part-time permanent basis, classified at Level 3 (currently \$74,475.44 - \$80,195.96 per annum) of the City of Mount Gambier Administration Staff Agreement No.11 2020 or its successor enterprise agreement.**

### About you:

- Strong track record and commitment to delivering excellent customer service and administration support in a team environment.
- Experience supervising staff ensuring the delivery of high quality customer service.
- Well-developed communication skills and proactive approach that builds positive relationships.
- Consistently demonstrates excellent customer service skills and knowledge in a professional, courteous and timely manner.
- Works collaboratively, effectively and positively in a team environment and independently with minimal supervision.
- Proven ability to manage difficult customers and resolve conflict.
- Ability to cope in a changing environment and embrace challenges.
- High level of interpersonal skills and commitment to developing strong visitor relationships.
- Initiative and problem-solving skills.
- Ability to obtain a police clearance for working with children.

### What we offer:

Mount Gambier is the second largest city in South Australia and provides a perfect balance between the vibrant lifestyle of a big city and the comforts of a small town. Packed with beautiful natural resources including the iconic Blue Lake/Warwar, caves, sinkholes, parks and gardens. This is an idyllic location to enjoy work/life balance, only 20 minutes from the beach.

This role presents an opportunity to advance your career in a supportive environment. The City of Mount Gambier is an equal opportunity employer and celebrates diversity in the workplace.

**The successful candidate will enjoy:**

- Ongoing professional development and training,
- A supportive and friendly team environment,
- Career development opportunities,
- Active social club,
- Flexible work arrangements,
- Positive work/life balance, and
- Corporate income protection insurance.

**Pre-employment requirements:**

Positions are subject to a satisfactory National Police Check and pre-employment health screening.

***The City of Mount Gambier is an equal opportunity employer committed to continuous improvement as a culturally safe and supportive workplace. We strongly encourage members of our First Nations community to apply.***

**For a confidential conversation please call:**

Talie Teakle

Riddoch Arts and Cultural Centre Coordinator

08 8712 2505

Further information about the position, including the position description, which identifies key competencies and selection criteria, is available from City of Mount Gambier website

<https://www.mountgambier.sa.gov.au/council/careers>

Applications must specifically address the key competencies and selection criteria and be submitted with a resume including contact details for at least three referees.

Applications close: **Friday 12 August 2022 at 5:00pm.**

Applications must be submitted via email to:

**Organisational Department Team**

[city@mountgambier.sa.gov.au](mailto:city@mountgambier.sa.gov.au)