



## Boulia Shire Council NEW POSITION

### Australia Post Services Officer, Boulia Post Office (Permanent Part-time 15 hours pw)

**Boulia Shire Council is seeking a customer service-oriented person to apply for our new position of part-time Australia Post Services Officer.**

- Your **hours of work - 15 hours per week** which can either be two full days or a mix of hours to suit an applicant with school aged children.

We are looking to recruit someone with a “can-do” and positive attitude; genuine willingness to learn; and is self-motivated with great time management and organisational skills – if so, we would love to hear from you.

You will be working with a very experienced Australia Post Officer and you would be expected to be able to increase your hours to cover this officer’s holiday relief or rostered days off.

Full training will be provided but you must:

- be physically fit (some lifting required)
- be able to pass a police check and
- due to the current COVID impacts - be fully vaccinated.

**Classification level** is assessed as being:

- Local Government Industry (Stream A) Award – State 2017 (Level 2.1) currently \$29.4759/hour.

**Other benefits** you will receive include: -

Allowances/Bonuses in accordance with Local Government Industry (Stream A) Award – State 2017 and Boulia Shire Council’s Certified Agreement 2019:

- Retention and Attraction Bonus \$2,500/annum(pro-rata);
- Work Health and Safety Bonus \$1,250 / annum (pro-rata);
- \$115 p/week over award payment (pro-rata).
- Five weeks Annual Leave per annum (pro-rata);
- 15 days Sick Leave per annum (pro-rata);
- 13 weeks Long Service Leave after ten years of service (pro-rata)
- Council will contribute 10% of the base salary to the super fund of your choice and 12% after the first 12 months;
- Uniform is supplied in accordance with Council’s Uniform Policy

**For further information:** please refer to the Boulia Shire Council’s website,  
<https://www.boulia.qld.gov.au/council/employment-opportunities>

**Applications** must include:

- a Statement addressing the Selection Criteria;
- an up-to-date Résumé including two work-related referees contact details;
- and be submitted by the closing date to be considered via:
  - email to [hr@boulia.qld.gov.au](mailto:hr@boulia.qld.gov.au) or
  - mailed/delivered to the Council’s Administration Office, 18 Herbert Street, Boulia. Q. 4829.

**Closing date: Monday 21<sup>st</sup>, February, 2022 at 12.00 noon**

Lynn Moore  
Chief Executive Officer