



<b>Position Title</b>	Tourism & Community Development Officer
<b>Level</b>	Classification Level 6 under Local Government Officers (WA) Interim Award
<b>Cash Component</b>	Up-to \$85,007.52 p/a
<b>Division</b>	Finance & Corporate Services
<b>Reports to</b>	Manager of Finance & Corporate Services

The Shire of Upper Gascoyne is home to the magnificent Kennedy Range and Mount Augustus – “*The World’s Biggest Rock!*” and we have an exciting new role to fill out our Community Resource Centre located at Gascoyne Junction.

We are seeking a suitably qualified candidate to fill the role of “Tourism & Community Development Officer” the ideal candidate will be a self-driven highly motivated customer service focused individual with excellent communication skills.

This position, is responsible for driving visitation to the Shire and improving visitor experiences. This will be achieved through professional tourism product development, marketing, event management, Visitor Information Centre services and operator capacity building. You will be required to work collaboratively with all stakeholders for the purpose of encouraging and promoting tourism, expanding retail and business opportunities, and continued community development within the Shire of Upper Gascoyne.

The successful candidate will be offered a full time 3 year contract at Gascoyne Junction, dependent on a pre-employment medical, a clear drug and alcohol screening.

Short listed applicants will be contacted within two weeks of the closing date.

**Short listed applicants will be required to create a digital presentation outlining their skills, capabilities and addressing the selection criteria that they will present to the interview panel.**

#### **Essential Criteria:**

- Relevant qualifications in Marketing and or Tourism (tertiary qualifications will be highly regarded).
- Demonstrated experience in Event and Project Management, including management of budgets and coordination of staff and volunteers.
- Experience in working with and/or in culturally diverse communities.
- Excellent communication skills, both written and verbal.
- Excellent customer service and business management skills.
- Good analysis skills of statistical data and report writing, including delivery of this information in presentation format.

- Proven time management and organisational skills.
- Ability to demonstrate a commitment to Council's Mission Statement and Core Values.
- Understanding and experience in implementation of Occupational Health and Safety Regulations and Principles.
- National Police Clearance (less than 6 months old).
- Hold a current "C" class motor drivers licence.
- Hold a current "WWC" (Working with Children Check) or ability to obtain

**Desirable Criteria:**

- Prior Experience in Local Government.
- Knowledge of the Upper Gascoyne region and community trends.
- Knowledge of the regions that are located along the Upper Gascoyne border.
- First Aid Certificate.

**Total Salary Package:**

- Cash Component – annual salary up-to \$85,007.52 depending on qualifications and experience
- Cash Component – 9.5% Super Guarantee
- Access to participate in Council Salary Sacrifice Super Scheme as per policy
- 5 weeks Annual Leave
- Participation in RDO scheme as per Council Policy
- Uniform Allowance \$500p/a as per Council Policy
- Relocation expenses as per Council Policy
- 3x1 Brick Home with Shed located on the main street approx. value \$7800p/a
- Utilities electricity, water and gas approx. value \$2500p/a
- Access to a work vehicle when required for work purposes only

**A FULL POSITION DESCRIPTION CAN BE DOWNLOADED HERE OR BY EMAILING YOUR REQUEST THROUGH TO [SCSO@UPPERGASCOYNE.WA.GOV.AU](mailto:scso@uppergascoyne.wa.gov.au)**

Gascoyne Junction is located approx. 1200kms from Perth sitting approximately 180km east of Carnarvon with a residential population of 46 people. The town consists of a combined primary-secondary school, tourist park and tavern. Please visit our webpage for more information.

If this role sounds like you please apply by sending your resume and cover letter addressing your suitability and experience for the role to [scso@uppergascoyne.wa.gov.au](mailto:scso@uppergascoyne.wa.gov.au)

If you have any queries relating to this role please contact the Manager of Finance & Corporate Services Sa Toomalatai on (08) 9943 0988 or 0473 250 441.

Applications close 12 noon on Monday 12<sup>th</sup> October 2020.