



## **JOB VACANCY** **AIRPORT SERVICES OFFICER (CASUAL, Female Applicants Only)**

*\*Note - the requirement for 'female applicants only' is in accordance with section 27 of the Equal Opportunity Act 1984 and is due to the position incumbent being required to perform searches of the clothing or bodies of East Kimberley Regional Airport patrons where necessary.*

<b>Work Type:</b>	Casual
<b>Salary:</b>	Up to \$42.10 per hour <i>includes casual loading, superannuation and allowances</i>
<b>Location:</b>	Kununurra
<b>Closing date:</b>	12 Noon Monday, 28 November 2022

### **The Shire of Wyndham East Kimberley**

Is located in a picturesque and rugged sparsely populated northeast corner of Western Australia (WA) and is one of the world's last wilderness frontiers. As a global tourism attraction, it is known for luxury accommodation, great food and friendly locals, and is an amazing and very unique part of Australia.

### **The Position**

The 'Airport Services Officer' position plays an integral role in the Shire of Wyndham East Kimberley's Airport Services team and has key involvement with the provision of services at the East Kimberley Regional Airport including passenger processing, security screening, ensuring compliance with relevant legislation (including parking requirements) and making sure that the cleanliness and presentation of the airport facilities is maintained to a high standard at all times.

Working as part of a collaborative team and being in a customer facing role, it is also integral that the incumbent of this position delivers exceptional customer service and is able to positively engage with passengers from diverse cultures, nationalities and backgrounds.

### **Hours of Work**

The standard working days and hours for this position are from Monday to Sunday on a casual as rostered basis linking with aviation activities including Regular Public Transport (RPT) flight schedules. The successful applicant will need to be flexible with start times between 7.00am and 11.00am and finish



times between 4.00pm and 9.00pm. On occasions where flights are delayed, they must also be prepared to perform a split shift to maintain operational requirements.

### Other Requirements

The successful applicant will be required to submit a National Police Clearance (dated within six months), successfully complete a pre-placement medical assessment, including drug and alcohol screening, and submit copies of qualifications (where relevant) to be eligible for the position.

### Further Information

A copy of the position description is available from the Shire Office and website ([www.swek.wa.gov.au/employment/](http://www.swek.wa.gov.au/employment/)). Interested applicants are encouraged to contact Warren Lane, the Shire's Coordinator Airport Operations and Compliance, on (08) 9166 2503 if they have any questions or wish to discuss the position requirements further.

This position is **not eligible** for any assistance with housing. Applicants are strongly advised to make themselves aware of the accommodation situation in Kununurra **prior** to submitting an application.

### Submitting an Application

Applicants are required to submit a covering letter outlining their interest in the position and their ability to meet the Selection Criteria (maximum two pages), and a current resume.

**Posted applications are to be addressed to** Shire of Wyndham East Kimberley, PO Box 614, Kununurra WA 6743

All electronic applications are to be sent directly to recruitment [@swek.wa.gov.au](mailto:@swek.wa.gov.au) or otherwise submitted via the Shire's website.

All submissions must be received by the nominated closing date. In fairness to all applicants, late applications cannot be considered unless prior consent has been received from the Shire under restricted circumstances.

*The Shire of Wyndham East Kimberley is committed to providing equal opportunity in employment and encourages Indigenous Australians, young people, people with disabilities and people from culturally diverse backgrounds to apply for positions.*

*Applicants for this position must be legally entitled to work in Australia and will be required to provide evidence of this entitlement. Acceptable evidence includes an Australian or New Zealand passport, birth certificate, or foreign passport with a relevant visa.*