



**SOUTH BURNETT
REGIONAL COUNCIL**

Employment Opportunities

PROGRAM SUPPORT OFFICER (NANANGO)

Permanent Full Time

\$76K - \$82K per annum + Allowances + Super

Council is seeking an Officer to provide technical, financial, administrative and project support to the Infrastructure department. This position will respond to technical enquiries from internal and external customers, prepare funding applications, tenders, quotes, contracts, monitor performance of expenses, as well as provide executive level administrative support and quality management assistance. The successful applicant will have a high level of experience in project management, knowledge and understanding of the technical aspects and legislative requirements with Infrastructure (assets, construction and maintenance), ability to work effectively in a team environment, as well as computer, and organisational skills, with ability to meet assigned deadlines.

MANDATORY:

- Minimum requirement of a current C Class driver's licence
- General Safety Induction for Construction Worker Cert (White Card)

DESIRABLE:

- Tertiary qualifications in a relevant field (e.g. Project Management, Business Administrations)

BENEFITS INCLUDE:

- Work/Life balance (9 Day Fortnight Roster)
- Up to 12% employer superannuation contribution
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs

Your application must include:

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website)
- Current resume
- Copies of your tickets, licenses and qualifications that are listed on the position description.

To find out more about this position and how to apply go to:

www.southburnett.qld.gov.au

Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4189 9100

APPLICATIONS CLOSE 4:00PM FRIDAY, 06 DECEMBER 2024