

Support Officer – Rail Academy Newport

- **Two full-time positions – flexibility to work from 7 am to 5 pm**
- **Location: Newport Rail Academy**
- **Salary range of \$67,866 - \$82,404 plus superannuation**

An exceptional opportunity exists for two suitably experienced Support Officers to join the Level Crossing Removal Project (LXRP), working on one of the largest infrastructure projects in Victoria's history.

The Support Officers will be based in Newport, and report to the Rail Training Centre Manager and coordinate all aspects of the daily operation of Rail Academy Newport training centre to ensure that it runs effectively and to industry standards.

The Support Officer will provide diverse administrative support to the Rail Academy team as well as providing customer service and coordination to the users of the training facility.

The duties will vary and will have you exposed to all facets to ensure the successful operation of the Rail Academy Newport training centre.

Key to your application will be your ability to be flexible and work a pattern of start and finish times to help the team cover the opening hours of the centre, including Saturdays when required.

Your strong ability to work autonomously, making decisions to ensure the safe and efficient operation of the Rail Academy will also ensure your success in this critical role.

Applications close April 28, 2019.

How to apply

For a full copy of the position description and to register your interest in these exciting roles, please visit www.careers.vic.gov.au

