



**Australian Government**

**Department of Defence**

## **Base Support Officer**

**APS 4**

**\$67,100 - \$73,256 (plus Super)**

**Katherine, NT**

### **Your Role**

This role may suit you if:

- You enjoy the positive and challenging aspects of stakeholder engagement and have a high level of emotional intelligence;
- Your stakeholder breadth is large and may include high ranking Defence staff and family members of Defence personnel;
- You thrive in a fast paced environment where you're given latitude to effectively prioritise and manage multiple tasks;
- Enjoy making things happen - even if it means finding out about something new. You are not daunted by the unknown and enjoy learning opportunities.

Key duties include but are not limited to:

- Manage tasks assigned to the base support area by the regional or national office and accurate completion of work within agreed timeframes;
- Research and assist with the development and implementation of whole of base plans; and
- Apply knowledge and experience to base support issues and the delivery of products and services to the base.

### **Our Ideal Candidate**

- Has proven customer service experience in a complex environment
- Has leadership skills
- Experience in a large operations support role
- Is a proven exceptional communicator, both verbal and written.
- Well organised to complete moderately complex operational and administrative tasks to a high quality standard on time.
- Adept at building relationships in a customer service environment.
- Thinks strategically anticipating future needs, opportunities and consequences while balancing and achieving today's workload.
- Builds positive organisational culture through inclusive approach to working as part of a team in a large and complex organisation.

### **Our Team**

The Base team supports the efficient and effective management of RAAF Base Tindal and associated sites. The Base team is part of a wider team at RAAF Base Tindal with customers and contracted partners who must work effectively in collaboration to deliver Base outcomes and through this Defence outcomes. The Base team is supported by other Base teams in Region and Nationally. We value our team members to demonstrate innovation in problem solving and service delivery. The team works in a fast paced and pro-active environment and all team members must multi task, be flexible and adaptable while being coordinated in effort. Our team members exemplify customer service, stakeholder management, planning and coordination of service delivery activities.

**Application Closing Date: Thursday 28 January, 2021**

For further information please review the job information pack, reference EIG/05861/20 on [www.defence.gov.au/apscareers](http://www.defence.gov.au/apscareers).

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INFORMATION**