

Business Support Officer (2 positions)

Location: 402 Mair St, Ballarat

Salary: \$53,946 - \$69,276 + super.

Position No: 50926459 & 50926458

Info: Wendy Adams, Service Manager Business Support 0459 802 351

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- **Are you looking for an ongoing administration opportunity?**
- **Provide high-quality business services to support the Regional Directorate**
- **Location: Ballarat**

A great opportunity for two officers to be part of the dynamic Ballarat Business Support team providing support to the DELWP Grampians Region.

The Ballarat Business Support team is going through some change and this is a great opportunity to be part of a dynamic team providing support to the DELWP Grampians Region.

We are looking for two motivated staff members to be the face of the DELWP Front of House team, managing customer enquiries both face to face and over the phone, processing payments, managing stock levels, overseeing fleet vehicle logbooks, FBT and servicing, and using their computer skills to maintain databases, spreadsheets and various computer systems.

We are considering candidates who can work both full time or need flexible working arrangements. While training and initial work may be remote, it is expected that successful applicants will need to transition into the Ballarat office in the near future.

These 2 positions are ongoing positions.

Please note there is no requirement to address each of the Key Selection Criteria in the position description. Instead, the following questions listed below are to be included as part of the application process - we wish applicants to answer in their cover letter:

1. What time fraction or days per week are you able to work? Please list the days/hours per week you are able to work.
2. Please provide an example of how you have used a database system or spreadsheet to support your work.
3. Please provide an example of a time where you have assisted a customer/client with their initial enquiry through to completion.

Please remember to upload a resume with your cover letter.

Interviews will be held in early February, and will consist of questions based on the key selection criteria in the position description, and be managed by a three person interview panel (including the Service Manager Business Support, Team Leader Business Support and HR & Safety Officer).

If indigenous applicants have any questions about DELWP's recruitment process, please email: aboriginal.employment@delwp.vic.gov.au

For further information please refer to the position description.

Applications close at midnight on Sunday, 24 January 2021.

Other relevant information:

Preferred candidates will be required to undertake pre-employment screening, including a Declaration and Consent form and a National Police Check.

Applicants must possess corresponding work rights to be eligible for appointment for the advertised employment period. To be appointed to an ongoing position you must be an Australian Permanent Resident or an Australian/New Zealand citizen.

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, young people and people from culturally diverse backgrounds.

To apply online and for further information on position description and selection criteria visit

www.careers.vic.gov.au