

Recruitment:

Secretarial Support for Emergency Management Norfolk Island (3-Months Casual Position)

Norfolk Island Regional Council is seeking applications from enthusiastic, suitable persons and members of Norfolk Island Community to join NIRC's Infrastructure Services team for the role of Secretarial Support for Emergency Management Norfolk Island for a 3-months Casual position. This role will be based at Norfolk Island.

Job ad link: <https://www.nirc.gov.au/working-council>

Position Title: Secretarial Support for Emergency Management Norfolk Island

Remuneration: Level 4.1 \$30.50 per hour plus 25% casual loading

Remuneration Inclusions: 12% superannuation + other entitlements in accordance with NIRC Certified Agreement 2023

General Duties: (Copy of Full Duties- Position Description can be obtained from the link)

- Assist the controller in updating of the NORDISPLAN, response plans, standard operating procedures
- Perform an administrative role in assisting with the co-ordination and management of Norfolk Island Emergency Management Services
- Source stakeholder engagement through various communication channels
- Distribute approved media through appropriate channels including NIRC website and social media platforms
- Maintain and develop templates and contact lists for communications
- In the case of declaration of state emergency, this position will work closely with the Emergency Controller (EC), Incident Controller (IC) and the Emergency Management and Incident Management Teams (EMT/IMT)
- Meeting scheduling and minute taking
- Preparation of appointments
- Liaising with functional service coordinators
- Assisting the committee during times of emergencies
- General office duties
- Other ad hoc tasks that maybe assigned from time to time

Enquiry Contact Officer: Cheryl LeCren - phone +6723 55090/ +6723 22001 ext. 125 or email cheryl.lecren@nirc.gov.nf

General enquiries may be made to Human Resources Office, hr@nirc.gov.nf or phone Joshlyn Prasad on Australian Number (+61) 07 3000 2192.

This recruitment is urgent. Interviews will commence to suitable candidates and possible job offer will be considered with successful candidates prior to closing period of the recruitment ad.

Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity (EEO).

All applications are to be lodged by **email** to hr@nirc.gov.nf with enclosed resume together with 2 recent referees **no later than Wednesday, 11 December 2024**.

Job ad closes 11 December 2024.

Philip Reid
Acting General Manager