

Recruitment:
3 X Airport Screening Officers (Casual)

Norfolk Island Regional Council is seeking applications from enthusiastic, suitable persons and members of Norfolk Island Community to join NIRC's Airport team for the role of Airport Screening Officers on a Casual basis. This role will be based at Norfolk Island.

Job ad link: <https://www.nirc.gov.au/Your-council/Working-for-council>

Position Title: Airport Screening Officer (Airport Security Lounge)

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

Work Roster Requirement: Roster is published on a weekly basis. Between 2 – 15 hours a week based on flight requirements etc.

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

- Conduct Screening and associated activities in accordance with procedures.
- Achieve and maintain industry standard competence and qualifications.
- Provide professional support to the Screening Supervisor for screening operations.
- Communicate effectively with the public in a courteous manner ensuring appropriate, quality information is supplied and clarified as required.
- Effectively operate, maintain, and store all screening equipment, tools, and machinery.
- Comply with the Norfolk Island Airport 'Drug and Alcohol Management Program'.
- Conduct self and hold others accountable to work consistent with NIRC and Operational Codes of Conduct.
- Assist the Airport Operations team in the event of Airport Emergency or Terminal Evacuation Plan activation.
- Other ad hoc tasks that maybe assigned from time to time.

Enquiry Contact Officer: Rebecca Nobbs - phone +672 3 50073 or email becky.nobbs@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 Monday, 10 March 2025.**

Job ad closes 10 March 2025.

Philip Reid
Acting General Manager