City of Port Lincoln
Seafood Capital of Australia

12-70-T12

## POSITION VACANT

## Administration Officer - Property and Facilities

City of Port Lincoln is seeking an individual to administrate permits and coordinate scheduled maintenance activities. The position provides responsive, customer-focused service to the community and the broader organisation, while maintaining accurate records, supporting property-related processes, and contributing to the continuous improvement of systems, policies and service delivery.

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| **Conditions of Employment** | **City of Port Lincoln –Enterprise Agreement 2025-2028** |
| **Permanent / Contract Period** | **Permanent, this position is a core council service** |
| **Hours of Work** | **Full-time, 37.5 hours per week** |
| **Commencement of Position** | **November 2026** |
| **Salary** | **$78,103.4085 per annum** |
| **Superannuation** | **12% Superannuation Guarantee**<br>**Plus additional 3% Council Super Contribution** |
| **Annual Leave** | **4 weeks per annum** |
| **Uniform Allowance** | **$700 first year, $500 thereafter for corporate business attire** |

**The closing date for this position is 5:00pm Thursday 22nd of October, 2026**

**Late applications may not be accepted.**

**Please address all enquiries / correspondence:**

Matthew Dunn
Acting Manager Property and Sustainability

PO Box 1787, PORT LINCOLN SA 5606
Telephone (08) 8621 2386 Email peopleandculture@plcc.sa.gov.au

We work on Barngarla Country. The City of Port Lincoln acknowledges Aboriginal and Torres Strait Islander peoples as the First Australians and their continuing connection to land, sea, culture and community. We pay respect to Elders past, present and emerging and are committed to working together on our reconciliation journey.

## *How to Apply*

**Applications MUST be submitted through Council's Online Recruitment Portal: https://plcc.bamboohr.com/careers/118 however written or hardcopy applications are acceptable.**

**All applications are accepted in confidence.**

You must provide the following items in your application:

### APPLICATION REQUIREMENTS

The Position Description outlines the skills, knowledge, qualifications and/or licenses required and the key objectives and responsibilities of the role.

You are required to submit a cover letter addressing your experience and knowledge of the key objectives, along with the essential and highly regarded requirements contained in the position qualifications, experience, knowledge and skills section of the position description. Ideally, your cover letter should be no more than two pages in length. Your cover letter should also illustrate what you have to offer. We want to know why you are interested in the position and the reasons why we should hire you.

In addition to the information provided in your cover letter, you **must** provide a current Resume or Curriculum Vitae outlining your employment history, including the basic duties performed at each position, your education and qualifications.

Your resume or curriculum vitae must provide the contact details for TWO recent business referees including, where possible, your current or most recent supervisor. The supply of referees' names is confirmation of your permission to contact the named people. Referees may be contacted to determine if you will be shortlisted for an interview. Written references are not required.

Applicants who do not provide the required cover letter and/or a resume or curriculum vitae may not be considered.

## *Recruitment Process*

### APPLICATION REVIEW

Application received will be reviewed by a selection panel consisting of 2 or more people and will assess your skills, knowledge and qualifications against the requirements of the role. Applications will be reviewed as they are received, so apply now!

### SHORT LISTING

Successful shortlisted applicants will be contacted by phone and arrangements made for an interview. Applicants unsuccessful in obtaining an interview will be notified in writing.

### INTERVIEW PROCESS

If you are called for an interview, you may be asked to bring evidence of your qualifications and copies of written work you have genuinely prepared yourself when you held another position. You may also be asked for evidence of your skills, e.g. use of IT programs and equipment.

### NOTIFICATION OF APPOINTMENT

A verbal offer is made to the preferred applicant, followed by a written offer. The preferred applicant must complete a satisfactory medical including pre-employment drug and alcohol test and complete a satisfactory Police Screening. Unsuccessful interviewees will then be advised.

## FEEDBACK

Applicants are welcome to obtain feedback on their application by contacting the Contact Person as detailed on the first page of this package.

## OUR PEOPLE OUR CULTURE

City of Port Lincoln is committed to being an Employer of Choice offering above Industry standard wages and salaries, flexible working arrangements to support a great work/life balance, training and promotional opportunities, a supportive and friendly team environment and offers additional benefits to its employees. Council is also an Equal Employment Opportunity workplace and prides itself in providing a workplace free of discrimination where each person can progress to the extent of their ability as opportunities arise. Port Lincoln itself is located in a pristine environment, with a magnificent coastline that offers plenty to do and see for the whole family.

