

1. Advertisement



**Regional Anangu Services
Aboriginal Corporation
(RASAC)**

VACANCY - APY Lands, South Australia

**Pipalyatjara Garage & Accommodation Attendant
APY Lands South Australia**

RASAC is seeking suitably experienced applicants for the position of **Garage & Accommodation Attendant** based in the remote community of Pipalyatjara on the APY Lands, in north-west South Australia. We are looking for applicants who have relevant work experience, plus a valid driver's licence, good all round practical skills and ability to undertake a variety of tasks including fuel sales and tyre repairs, be versatile and able to work with limited supervision in a remote location.

Based at the Pipalyatjara Garage and reporting to the Workshop & Depot Operations Manager, the main purposes of the Pipalyatjara Garage & Accommodation Attendant position are twofold:-

1. Manage and undertake Pipalyatjara Garage fuel and other sales and some tyre changing work; and
 2. Manage the rental RASAC rental accommodation at Pipalyatjara and Kalka.
- Free Housing and 6 weeks annual leave with leave loading is provided.
 - Not for profit salary packaging available

Applications

To obtain full details of the positions and how to apply, please email:- jobs@rasac.com.au; contact the RASAC office on [\(08\) 8950 5400](tel:089505400); or download the relevant Information Pack from the *Employment Opportunities* section on the RASAC website: www.rasac.com.au

2. How to apply

Applications must include:

- A covering letter which sets out your claims for the position, with reference to the Selection Criteria in the Role Description.
- A current resumé or curriculum vitae which clearly sets out your relevant qualifications and work history
- The names, positions, and contact details of at least two professional referees

Applications can be submitted:

- By email: to jobs@rasac.com.au
- By fax: 08 89526371
- By mail: to Regional Anangu Services Aboriginal Corporation, PO Box 2584, Alice Springs, NT 0871
- In person: to Unit 4, 19 Hartley St., Alice Springs, NT 0870

Applications will not normally be acknowledged on receipt. Only short-listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short-listed, we extend our thanks for considering Regional Anangu Services Aboriginal Corporation as a potential employer.

3. Role Description



Role Description Pipalyatjara Garage & Accommodation Attendant

Overview:-

Regional Anangu Services Aboriginal Corporation (“RASAC”) is an Anangu-run organisation that supports the empowerment of all Anangu. The organisation is incorporated under the Commonwealth *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

RASAC provides municipal, accounting and essential services and maintains some regional infrastructure across the Anangu Pitjantjatjara Lands (“APY”) in north-west South Australia. RASAC employs over 100 staff across operations, administration and management, the majority of which live and work on the APY Lands for extended periods of time. A small administration and finance office is maintained in Alice Springs.

Position Objective:-

Based at the Pipalyatjara Garage and reporting to the Umuwa Workshop & Depot Operations Manager, the main purposes of the Pipalyatjara Garage & Accommodation Attendant position are twofold:-

- Manage and undertake Pipalyatjara Garage fuel and other sales and minor repairs; and
- Manage the rental RASAC rental accommodation at Pipalyatjara and Kalka.

Key Responsibilities:-

1. Pipalyatjara Garage

- Manage and undertake fuel sales
- Manage and undertake repairs of tyres for light vehicles
- Manage and undertake sales of light vehicle tyres, tubes, batteries, auto spares and lubricants (and other items that may be introduced from time to time)
- Manage the stock and the resupply of fuel, tyres, parts, etc as required
- Maintain and ensure the cleanliness of the workplace (including in and around the workshop and fuel bowzers)
- Maintain and ensure the security of the Pipalyatjara Garage and fuel bowzers, including stock, tools and equipment and cash.
- Maintain and undertake all the required records and paperwork that is in place for fuel sales, deliveries, stockholdings, meter readings, cash transactions and workshop jobs cards
- Handle cash and process EFTPOS transactions for all related sales that are actioned
- Liaise with the Umuwa Workshop re purchase of supplies and/or equipment for the workshop and other matters relating to Pipalyatjara operations
- Facilitate visits from RASAC trades people to undertake vehicle or machinery maintenance or metal fabrications work at the Pipalyatjara Garage when required

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- Out of hours fuel sales are only by arrangement with customers if required.

2. Pipalyatjara & Kalka Accommodation

- Handle reservations through liaising with the Umuwa Workshop
- Issue keys and ensure they are returned
- Receive payment and remit to the Alice Springs office
- Complete and submit daily the relevant accommodation summary paperwork
- Inspect units after use
- Manage (including undertake) cleaning as required
- Maintain supplies relating to the accommodation units
- Raise maintenance items needed attention and where approved liaise with trades to undertake the repairs

3. General

- Actively work with, support and assist other RASAC employees in the Pipalyatjara and Kalka communities
- Undertake any other duties as directed that are considered relevant to the position
- Complete required reports, administration and documentation relating to the position.
- Attend to telephone, email and facsimile requests as required
- Ensure paperwork, cash, etc is remitted to the RASAC Alice Springs office on the weekly mail plane.
- Provide courteous customer service
- Assist in arranging relief of the positions during times of absences

4. WHS

- Implement and comply with RASAC WHS and Risk Management Systems and procedures relating to the duties of the position.
- Participate in continual improvement in WHS systems
- Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.

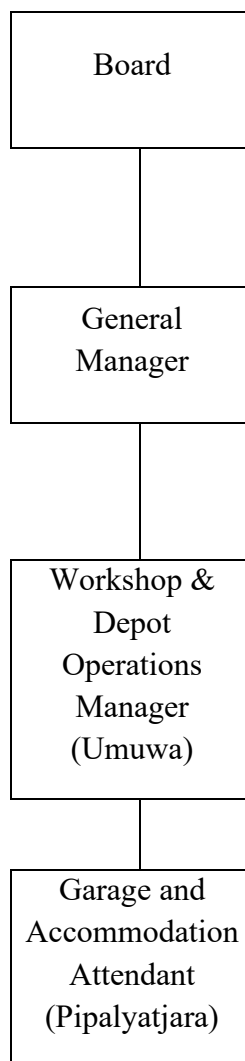
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Selection Criteria: Skills, Experience, Qualifications and Attributes:-

	Essential	Desirable
a) Qualifications		
– SA driver's licence	✓	
– First Aid Certificate		✓
– WHS White Card	✓	
b) Experience, knowledge and skills		
– Tyre changing skills and experience	✓	
– Good customer service and oral communication skills	✓	
– Good written communication skills	✓	
– Ability to complete accurate workplace records	✓	
– Good computer skills (including Word, Excel and Outlook)	✓	
– Ability handle cash accurately and honestly	✓	
– Ability to work independently with minimal supervision	✓	
– High attention to detail and good organisation skills	✓	
– Demonstrated knowledge of relevant WHS legislation and ability to implement and work within RASAC WHS systems and associated policies and procedures	✓	
– Ability to present and maintain a positive image of RASAC organisation	✓	
– A willingness, ability & commitment to adhering to RASAC Code of Conduct, and other policies, procedures and guidelines.	✓	
– Experience working with Indigenous people		✓
– Ability to obtain a Police clearance and permit to work on the APY Lands and other regional communities.	✓	
– Willingness to undergo a Medical check	✓	
– Willingness to travel to and work in remote locations	✓	

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ATTENDANT**

ORGANISATION STRUCTURE





Regional Anangu Services Aboriginal Corporation

Information Pack – Pipalyatjara Garage & Accommodation Attendant

4. Salary & Conditions

A competitive salary package will be negotiated with the successful applicant. Specific details will be discussed as part of the interview process.

The package will include:-

- Base cash salary (in range of \$65,000 - \$70,000+ p.a.)
- Regular overtime – 3 hours on Saturdays
- Superannuation (11.5% SGL)
- Annual leave (6 weeks)
- Leave loading 17.5%
- Accommodation and amenities
- Generous Not For Profit Salary packaging

Due to the organisation's tax exempt status with the ATO, very attractive tax free salary packaging of a portion (the current cap is \$15,900 per FBT year) of the cash component of the salary is available within the limits of our fringe benefits tax exemption and in accordance with the arrangements with our salary packing provider, Eziway. The cap is subject to changes by the ATO. Further details can be accessed via the Eziway website: www.eziway.net.au.

5. Other Information

The APY Lands are located in the far north western corner of South Australia. The area is remote and the community of Pipalyatjara is located in the top west corner of the APY Lands.

Details of the APY Lands and the communities within these Lands, can be obtained from the following websites:- www.anangu.com.au.

Permits are required by all visitors to the APY Lands, and for employees to remain in residence on the APY Lands. For more information about APY Permits go to <https://anangu.com.au/apy-programs/permits>.

On the Lands, in addition to services, offices and depots in Communities, RASAC has a main depot at Umuwa, which is centrally located to all the communities.

A map of the APY Lands is provided on the next page.

Further details on RASAC can be accessed at the RASAC website www.rasac.com.au.

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