

Thank you for your interest in applying for the position of Tenancy Officer - North with Colony 47. Please find attached the following information which will assist you in your application.

- Details on remuneration.
- Guidelines for the application process.
- A position description.

Please read the guidelines carefully before completing your application.

1. Remuneration

Award

This position is classified under the Award indicated below:

| | |
|---|---|
| Colony 47 Enterprise Bargaining Agreement 2010 | |
| Classification : | Part Time (30.4 hours per week) |
| Level : | Schedule A Level 5 |
| Salary Range : | \$47720 - \$50150 pro rata |
| Conditions | Home Garaged Vehicle plus Salary Packaging option |

Remuneration

Colony 47 pays above award rates of remuneration as specified in the Colony 47 Enterprise Bargaining Agreement 2010.

Superannuation

Superannuation is contributed by Colony 47 at a rate of 9%.

Enterprise Bargaining Agreement

The Colony 47 Enterprise Bargaining Agreement (2010) also details conditions of employment, including 3 days additional leave during the traditional Christmas break and access to study and training leave.

All permanent and contract staff have the option of salary sacrificing up to 30% of their gross salary which if utilised can increase the value of the salary package.

Salary sacrificing involves authorising your employer to make direct payments to a third party from your gross salary instalments **before** your salary is assessed for income tax. Direct payments can be made for mortgage or rental payments, personal loans, and additional superannuation payments or to credit cards for payments such as hydro and telephone bills, general insurances, or child care.

Employees are also advised to seek independent financial advice prior to taking up the salary sacrifice option.

Special Conditions

Confirmation of an offer of employment is subject to a satisfactory Police Information Check, referee reports and verification of formal qualifications (if required by the position).

Colony 47 premises and vehicles are operated as smoke free environments. Smoking by staff and visitors is prohibited in all our buildings.

Vehicles

Colony 47 fleet vehicles are available for use if required by the position or if required to use their own vehicle on the employer's business, the employee will be reimbursed for vehicle usage as per the Colony 47 Enterprise Bargaining Agreement 2010.

2. COLONY 47 Workplace Benefits

Colony 47 values its employees and as such has a range of workplace benefits available. At Colony 47 we have strived hard to provide a comprehensive suite of employment conditions that assists our staff to achieve great outcomes for the community.

Family Friendly Workplace

Colony 47 is committed to providing a family friendly workplace to its entire staff. We have already developed and continue to explore ways of improving our workplace so that our staff can have a suitable work-life balance.

Some of the benefits the Colony 47 provides are:

- 8 weeks paid maternity leave
- Being able to access excess annual leave days during maternity leave
- Being able to access up to a maximum of 6 weeks sick leave during maternity leave
- Being able to access flexi-time arrangements
- Easter Tuesday as a paid public holiday
- 3 additional days of paid leave during Xmas and New Years
- Purchase of additional annual leave
- For all of our benefits Colony 47 uses the definition of partner as per the Relationships Act 2003.
- Two paid self care days per annum.

Salary Packaging

As a public benevolent institution Colony 47 is able to offer our staff very attractive salary packaging options. Salary packaging means you can choose a combination of cash and benefits to make up your salary. The ATO allows the packaging of a number of benefits so that they are paid for from your salary, before tax is incurred.

Through salary packaging you can pay some of your living expenses from pre-tax dollars, and then pay tax only on the remainder of the amount. This not only means you are paying for some of your expenses from pre-tax dollars, but you are also lowering your taxable income. – effectively giving you an increase in your disposable income.

We have a large range of salary packaging options available which provide real tax savings for our staff.

Health and Well Being

At Colony 47 we have a comprehensive Employment Assistance Program. We understand that from time to time our employees might suffer from stress, relationship or peer issues, family or parenting issues, grief or bereavement or even to strive to achieve work or life effectiveness. Therefore we provide access to appropriate counseling and debriefing sessions for our staff to assist with both work and personal issues.

We also have a range of other benefits that we provide to make sure our staff stay healthy such as:

- Being able to access sick leave when annual leave is exhausted.
- Long Service Leave is accessible after 10 years service rather than 15 as per the legislation
- Two paid self care days per annum that can be taken when personal or work issues are impacting on a staff members well being.

Ongoing Professional Development

Colony 47 places great value on developing our staff to ensure that we are providing contemporary and appropriate services to our clients.

To assist our employees with their professional development Colony 47 provides training and study leave for approved courses. Full-time employees can receive up to 3 hours paid study leave per week during their course plus additional time for travel and exams.

We also play an active role in developing our own future leaders and have developed the Colony 47 Aspiring Managers course and other relevant training programs.

3. Guidelines for the Application Process

The Selection Process

The selection process at Colony 47 is based on the principle of merit. Applicants are appointed to positions according to an assessment of their relevant knowledge, skills, qualifications, experience and potential.

Employment equity and non-discriminatory principles are upheld at all stages of the selection process.

The process is conducted as follows:

Employment equity and non-discriminatory principles are upheld at all stages of the selection process.

The process is conducted as follows:

- Applicants are short listed **based on the responses to the selection criteria contained in the Position Description.**
- A panel interviews successful short listed applicants with questions relating to the selection criteria.
- Post application and interview feedback is available to all applicants who have been interviewed.
- All applicants will be notified in writing of the outcome of their application.

How to Apply

- It is important that you read the enclosed position description and selection criteria before applying.
- **Provide a concise statement addressing each of the selection criteria** and how you meet them in terms of the essential knowledge, skills, experience and qualifications required for the position.
- Applicants will be short listed for interview based on an assessment of responses to the selection criteria. Applicants who do not address the selection criteria will not be considered for interview.
- Your application should also include a current resume or curriculum vitae and contact details of 3 referees.

For additional information about the position please contact Ruth Colman on 03 6222 1525.

- Your application must be marked ***Private and Confidential*** to

Colony 47 Recruitment
Human Resource Advisor
GPO Box 1679
Hobart 7001
Or email leighb@colony47.com.au

And received by 5pm, Friday 17th September 2010