



**RE: Executive Officer, UNE Life**

**How to Apply**

Your application must be received by UNE Life People, Culture & Development by the closing date listed on the position advertisement. **Applications received after the closing date will not be accepted.**

Applications must be emailed to [dhiscox@une.edu.au](mailto:dhiscox@une.edu.au)

Your application should include the following:

- One page cover letter outlining who you are, your strengths and qualifications, and why you are interested in the role at UNE Life;
- A current resume containing details of 3 referees. At least one referee should have a thorough knowledge of your work over the past 2 years as your manager or supervisor;
- Responses to the selection criteria as detailed in the Position Description explaining how you best meet these requirements. Your examples should be based on previous performance/experience and you should clearly explain your level of involvement in the example activity, what you have done, how, why, with whom and what the outcomes were;
- Copies of current/valid qualifications required as detailed in the Position Description.

**About the Application Process**

After reviewing the applications, the selected candidates will be called for interviews. This process may take one to two weeks.

All applicants will be contacted when the hiring process is complete.

Please contact Deb Hiscox on 02 6773 2612 if you have any questions regarding the application process, otherwise all queries relating to the position should be directed to the person notated in the position advertisement.

## **Position Details**

<b>ITEM</b>	<b>DETAILS OF OFFER</b>
Commencement date:	November 2021
Type of engagement:	Fulltime
Position offered:	Executive Officer
Location of position:	UNE Life Student HQ, University of New England
Reporting to:	Director, UNE Life
Modern award coverage:	Higher Education General Staff Award 2010
Award Classification:	Level 6.1 - PACCT
Base salary:	\$ 65,000 - 75,000.00 per annum (based on experience) - above award
Superannuation Guarantee rate:	10 %
Ordinary hours of work:	38 hours per week
Annual & personal leave:	Entitled to accrue Annual Leave – 20 days Personal Leave – 10 days
Probationary period:	6 months
Notice period:	4 weeks
Staff Benefits:	Sport UNE gym membership value Annual Allocation of Six (6) Belgrave Cinema Tickets On-campus Food & Beverage 50% discount Campus Essentials 10% discount Sleek Hairdressing 10% discount