



RE: Administration Supervisor – UNE Life Safety, Security & Information

How to Apply

Your application must be received by UNE Life People, Culture & Development via email to dhiscox@une.edu.au

Your application must include the following:

- One page cover letter outlining who you are, your strengths and qualifications, and why you are interested in the role;
- A current resume containing details of 2 referees.
- 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 will commence as and when applications are received.

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

All queries relating to the position should be directed to Sam Webster at swebst27@une.edu.au including if you have any questions regarding the application process.

Position Details

ITEM	DETAILS OF OFFER
Commencement date:	July 2024
Type of engagement:	Full-time
Position offered:	Administration Supervisor (Security)
Location of position:	University of New England campus, Armidale
Reporting to:	Safety, Security & Information Manager
Modern Award Coverage:	Security Services Industry Award 2010
Classification:	Level 5
Base salary:	\$65,000 pa (above award)
Superannuation Guarantee rate:	11.5 %
Ordinary hours of work:	Between 7am and 6pm
Annual & personal leave:	Entitled to accrue Annual Leave – 20 days Personal Leave – 10 days
Probationary period:	6 months
Notice period:	4 weeks preferred
Staff Benefits:	Attractive package available – including: <ul style="list-style-type: none"> - Discounts at UNE Life food and beverage outlets - Discounts at Hair and Beauty outlet - SportUNE membership - Professional development and training - Employee Assistance Program