

General vacancies

**"I lead a team who are always happy to help"**

**Managers**

Coles Express is changing. We're transforming our stores and need people who can provide great customer service. We are looking for Assistant Managers and Site Managers who want to make our customers shopping experience more meaningful and enjoyable at Coles Express in various Darwin CBD sites.

Experience tells a story but the right attitude speaks louder still. Join us and share your good natured personality. Share your knowledge and sense of fun. Show your passion is infectious and your efforts will be rewarded. Our doors are open to unlimited career progression throughout the Coles group, training and development, great discounts and flexible rosters.

Maybe it's time you considered a job in retail with one of Australia's largest organisations.

Be part of the transformation, start a conversation with Coles Express.

Visit our website and enter job number #542581 or contact Tim Green on 0407 802 556.

[www.colescareers.com.au](http://www.colescareers.com.au)



**careers**  
in government



**Manager Investment**

DEPARTMENT OF BUSINESS AND EMPLOYMENT

**Senior Administrative Officer 1** Remuneration Package Range \$110,503 – \$123,305 (Comprising salary \$96,560 – \$107,872, super, leave loading and the value of 2 weeks extra recreation leave)

**Industry Development and Investment Darwin Permanent**

- Darwin based – promoting and facilitating Australian and international investment in the fast growing Top End
- Developing and executing investment promotion strategies that deliver economic growth for the Northern Territory
- Work in a vibrant energetic working culture that promotes growth and development

This is a senior role in the Northern Territory Government. You will be responsible for developing and executing a strategic program to market and promote investment opportunities, attract investment to the Territory and facilitate investment commitments.

The successful candidate will have a passion for sales and exceptional strategic marketing skills combined with a creative, innovative approach. The candidate will demonstrate extensive change management skills and know how to navigate government. Comfortable selling to CXO level, this person is also a highly skilled project leader who delivers on time and within budget consistently.

Australia's Northern Territory – a great place to live, a great place to work and a great product to sell.

Quote vacancy number: 5447

Closing date: 7 October 2011

The Northern Territory Government is an equal opportunity employer and values an inclusive and diverse workforce NT11451 adcorp

[www.nt.gov.au/jobs](http://www.nt.gov.au/jobs) • 1300 659 247



**TANGENTYERE COUNCIL ALICE SPRINGS**

Tangentyere Council is a major Aboriginal organisation in Alice Springs, delivering a range of housing, social and municipal services to Town Camp residents and remote communities.

*The Council offers 6 Weeks Annual Leave and Attractive Remote Area Salary Packaging.*

**Early Childhood Coordinator**

**Level 7 (\$69 517 - \$80 791)**  
**Permanent Full Time**

The Early Childhood Services Coordinator will lead the way in providing a range of culturally appropriate integrated programs including facilitated playgroups, high quality childcare, positive parenting, family support and adult learning for Town Camp Children and Families.

The Early Childhood programs and services are delivered in coordination and collaboration with Town Camp Community Centres.

Applicants must have an understanding of Aboriginal culture and a commitment to address social justice issues facing Aboriginal people in Alice Springs.

This position requires a satisfactory Police Check and Ochre Card

For more information see: [www.tangentyere.org.au/employment](http://www.tangentyere.org.au/employment)



**TANGENTYERE COUNCIL ALICE SPRINGS**

Tangentyere Council is a major Aboriginal organisation in Alice Springs, delivering a range of housing, social and municipal services to Town Camp residents and remote communities.

*The Council offers 6 Weeks Annual Leave and Attractive Remote Area Salary Packaging.*

**Community Centre Manager**

**Level 8.1 (\$89 933)**  
**Permanent Full-time**

A fully maintained company vehicle is included in this package

This position plays a vital role in leading, facilitating and supporting the delivery of culturally appropriate early childhood, youth and family programs designed to improve outcomes for Town Camp children and families.

The role of Community Centre Manager is to provide strategic direction, leadership, coordination and support to Community Centres and Coordinators ensuring effective community engagement and delivery of integrated services and programs for children, youth and families.

This is a key leadership role requiring the exercise of a considerable degree of independence; is responsible for managing the team and coordinating complex projects that impact on strategic priorities and operational outcomes of the organisation.

Applicants must have an understanding of Aboriginal culture and a commitment to address social justice issues facing Aboriginal people in Alice Springs.

This position requires a satisfactory Police Check and Ochre Card

**MALES ENCOURAGED TO APPLY**

For more information see: [www.tangentyere.org.au/employment](http://www.tangentyere.org.au/employment)

**WEST ARNHEM SHIRE**



The West Arnhem Shire Council headquarters is located in Jabiru, in the heart of Kakadu National Park. We service five communities in the most beautiful, unspoilt areas of Australia. To achieve our vision, we seek the services of exceptional, highly motivated professional staff to join a multi-disciplinary team.

**Shire Services Manager – Maningrida**

This full time position will be responsible for the day to day administration, supervision and delivery of local services and agency operations. The Shire Services Manager must work with the local community and respect the local cultural environment whilst at the same time ensuring that the operations of the Service Centres are conducted in accordance with the policies and priorities of the Council. An understanding of the Local Government Act is highly desirable.

Accommodation is provided with this position.

For further details on this position please contact Gordon Smith, Building and Service Delivery Specialist on 0409 014 024 or email [gordon.smith2@westarnhem.nt.gov.au](mailto:gordon.smith2@westarnhem.nt.gov.au).

Position descriptions can be obtained from [www.westarnhem.nt.gov.au](http://www.westarnhem.nt.gov.au) or from Cathy Bottrell on (08) 8982 9506 or email [cathy.bottrell@westarnhem.nt.gov.au](mailto:cathy.bottrell@westarnhem.nt.gov.au).

Attractive salary is negotiable based on qualifications and experience. West Arnhem Shire Council is an equal opportunity employer.

Applications for this position close on Friday, October 14, 2011.

Written applications addressing the selection criteria should be addressed to Adam Seiler, Chief Executive Officer, and marked "Confidential" Application for Employment. PO Box 241, Jabiru NT, 0886 or emailed to [vacancy@westarnhem.nt.gov.au](mailto:vacancy@westarnhem.nt.gov.au).

**Adam Seiler**  
**Chief Executive Officer**

**Admin/Receptionist - Darwin**

- Make a difference to people in your community
- Attractive remuneration including salary packaging
- Friendly and supportive working environment

WISE Employment (WISE) is a successful not-for-profit organisation, committed to assisting people to gain quality employment, training, occupational rehabilitation and allied health. We are a genuine client focused organisation with as emphasis on helping and supporting those in need to gain meaningful employment.

WISE is currently looking for an experienced and enthusiastic Admin/Receptionist at our office in Darwin.

In this exciting and interesting role your main focus will be to:

- respond to general inquiries regarding WISE Employment purpose and services
- provide advice on points of contact and aspects of service delivery
- where requested, provide telephone, email and administrative support for the site
- Assist with post placement support

The successful applicant will have previous experience working independently as and well as within a team environment. You will have exceptional communication and problem solving skills and the ability to demonstrate a 'can do' attitude. A strong sense of empathy, integrity and compassion is must for this important role. Previous experience in Employment Services is highly desirable.

In return you will be rewarded with some the most competitive employment conditions in the industry including:

- Paid Parental and study leave;
- Flexible Working conditions including flex-time;
- Salary continuance insurance
- Excellent career enhancement opportunities

Please email your application to [darwinjobs@wiseemployment.com.au](mailto:darwinjobs@wiseemployment.com.au) by Friday 30th September 2011.

If you have questions, feel free to contact Jody on 8941 0049.

WISE actively encourages and welcomes applications from candidates from culturally and linguistically diverse backgrounds, candidates with a disability and indigenous candidates.