

18 December 2014

Dear Intending Applicant,

**RE: Senior Workplace Health and Safety Officer**

Thank you for your interest in this position. The employment application package provides you with information about the role, salary and employment conditions.

**Salary and Conditions**

This position is classified as Level 7 (\$67,036.49 – \$70,001.01 per annum) under the Social, Community, Home Care & Disability Services Industry Award 2010, dependent on qualifications and experience and provides 5 week’s annual leave (prorata). In addition, we provide 9.5% superannuation, leave loading on annual leave and a generous salary package option. The successful applicant will have access to specialist training and professional development opportunities. Please note that this position involves periodic regional travel.

**Salary Packaging Benefits**

As an Anglicare employee, you can take advantage of the significant tax-saving benefits provided by salary packaging. Up to \$15,900 of your annual income is available tax-free for such purposes as everyday spending, shopping online, bill paying, rent or loan payments, including your mortgage. Additional benefits for dining out and travel all add up to increase your disposable income and make your pay stretch further. Here’s an example of how one setup would increase your income:

EPAC salary packaging calculator (example only)

Position: Senior Workplace Health and Safety Officer		
Base annual income: \$67,036		
Packaged items and fees	Per fortnight	Per annum
General salary packaging	\$611.53	\$15,900.00
Meal Entertainment Card	\$100.00	\$2,600.00
Administration Fee	\$9.62	\$250.00
<b>Total packaged amount (inc fee)</b>	<b>\$721.15</b>	<b>\$18,750.00</b>

**Salary Package Benefits - fortnightly**

	Without packaging	With packaging
Gross income	\$2,578.00	\$2,578.00
Packaging	Nil	\$720.00
Taxable income	\$2,578.00	\$1,858.00
Income tax & Medicare	\$564.00	\$316.00
Take home pay	\$2,014.00	\$1,542.00
<b>Total disposable income</b>	<b>\$2,014.00</b>	<b>\$2,262.00</b>

12 months disposable income increase : **\$6,233**

Equivalent non-packaged salary to earn comparable disposable income : **\$76,556**



## **Operational Base**

The position is based in Ludmilla – Darwin.

## **Contact Number**

A convenient telephone number and/or email address must be provided so that you can be contacted at short notice if you are to be invited to attend an interview or if there are any queries regarding your application.

## **Curriculum Vitae/Resume**

A comprehensive CV/resume, which includes relevant personal details, work history, qualifications, training and professional development activities undertaken, skills and areas of interest in terms of career development must be included in your application. Supporting evidence is required regarding qualifications and certificates completed/part completed.

## **Referees and References**

The names and current contact details for three work related referees must be included. Referees should be people who can provide information, comment on your recent and relevant work experience and validate claims you have made in your written application or may make at an interview. Referees must be prepared to provide a written response to set questions where this option is selected.

## **Responses to Selection Criteria**

Please provide a cover letter addressing the **Key Selection Criteria** in **Sections 6.2 and 6.3** of the Position Description.

Applications including a cover letter, complete resume and responses to selection criteria to be emailed to: [sfernando@anglicare-nt.org.au](mailto:sfernando@anglicare-nt.org.au)

The closing date is end of business **15 January 2015**.

## **Further Information**

If you require further information regarding the position contact me on (08) 8985 0017.

Thank you for your interest in the position and we look forward to hearing from you.

Kind Regards,

Kait Findlay

Manager – People & Learning