



Head Office: PO Box 36506 Winnellie NT 0821  
5 Namarluk Drive, Ludmilla NT 0820  
PH: 08 8985 0000 Fax: 08 8985 0001  
Web: [www.anglicare-nt.org.au](http://www.anglicare-nt.org.au)  
ABN: 61 187 402 536

23 January 2015

Dear Intending Applicant,

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**RE: OPERATIONS MANAGER – DARWIN COMMUNITY SERVICES**

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**

The annual salary for this position will be \$80,000-\$85,000 with annual leave 05 weeks.

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 be advised that we are offering a full time ongoing position, available immediately.

**Operational Base**

The position is based in Wanguri - Darwin.

**Position Profile**

Please find enclosed a position description, which includes information on the nature of job tasks, person specification and selection criteria.

**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 (paid and voluntary), 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 Key Selection Criteria**

Please respond to the **Key Selection Criteria in Sections 6.3 and 6.4 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 Friday 06<sup>th</sup> February 2015.

### **Further Information**

If you require further information regarding the position contact me on 08 89850000.

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

Yours Sincerely



Terry Cleary

Executive Manager – Community Access