



AO3 Administration Officer – Employee Housing Part Time – 25 hours/week

About the opportunity

Western Cape College currently manages 104 units of staff accommodation in both Weipa and Mapoon, and subsequently requires the administration assistance. If you have strong administration and interpersonal skills, service oriented and a good team player then you are just the right fit for us.

This is a flexible part time position. As this position is school based, the applicant will be required to work predominantly during school hours. It is expected that the number of hours each week will be consistent, however additional work hours will be required at the end of, and commencement of each school year as staff vacate and arrive.

About the Role

Reporting to the Manager College Services, the Administration Officer will provide administration support for the day-to-day operations of our staff accommodation, including but not limited to the following key tasks: -

Tenancies

- Retain copies of all tenancy documentation, including communications between tenant and LAC in accordance with the records retention and disposal schedule.
- Process and manage all tenancy documents, including the scheduling of entry and exit condition reports.
- Provide arrangements in multi-tenancies for the connection/disconnection of utilities.
- Maintain tenancy database.

Maintenance

- Monitor and oversee maintenance work orders, capital works, and contractors, including the issue of entry notices as required.

Assets & Properties

- Monitor and manage whitegoods including replacements as required.
- Maintain asset database of all equipment provided, including whitegoods, and mowers, whipper snippers etc.
- Ensure vacant properties are maintained to an acceptable standard.
- Coordinate the security of keys, including the distribution to tenants and contractors.

Administration

- Maintain records on all allocation, reallocation and other decisions, and minutes of Local Accommodation Committee meetings.
- Financial management, including acquittal of housing funds, and reimbursements to tenants.
- General ad-hoc administration duties as required.

We require you to have:

The position requires a candidate with excellent communication and negotiation skills, attention to detail, a team player who is highly organised with good time management and is able to work with minimal supervision.

In addition, the successful applicant will:-

- Possess a current driver's licence
- Demonstrate a positive and professional work ethic

In addition to the opportunity for a flexible work arrangement, this position also provides the following:-

- Access to accrued time to cover some school holiday periods in addition to 5 weeks annual recreation leave entitlement.
- Fortnightly locality allowance payable each fortnight.
- Remote travel benefit payable (after 12 months) for employee & dependents, includes one return air flight to Cairns for employee and dependents, and one return air flight to Brisbane for employee and dependents each year.
- WCC Employee Wellbeing Program

When working in regulated employment and employee must have a current Working with Children Clearance (blue card) issued by Blue Card Services. To apply for a blue card please go to <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

The successful applicant must also pass a Criminal History Check. A non-smoking policy is effective in Queensland Government buildings and office.

Interested?

Applicants are required to submit a current CV, contact details for two referees (one of whom should be your current supervisor) and a **maximum** two page written response outlining your suitability for the role referring to the above suitability assessment criteria.

If you would like further information on the position, please contact Michele Elms on 4090 6444, or email melms2@eq.edu.au.

Applications close 5pm, Thursday 07 August 2025 and should be submitted by email only to:
payroll@westerncapecollege.eq.edu.au