



Compliance and Resources Manager

Process of Application

Applicants are asked to provide the following information, in one email attachment (if applying by email) and in an A4 format suitable for photocopying:

1. A letter of application
2. Complete the Application for Compliance and Resources Manager
3. Present a document detailing your understanding of and experience in the Selection Criteria listed below
4. Certified copy of formal qualifications

Selection Criteria

- Experience in a leadership or management position
- Effective communication and organisational skills
- The ability to work as a member of a team or individually
- Experience in staff management
- Experience in property management, essential services maintenance and building compliance
- Experience in health and safety compliance
- Experience in the use of databases (for both asset management and health and safety)
- Experience in contract management
- Commitment to the Salesian ethos and values
- Degree or professional qualifications preferable

Applications should be addressed to:

Principal
Dominic College
204 Tolosa Street
GLENORCHY TAS 7010

Or

employment@dominic.tas.edu.au

Applications close: 5pm Monday 20 February 2017