



Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number		Date of last review	February 2025
Position Title	Manager, Injinoo Service Station & Jardine Shop		
Award	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>		
Classification	Stream A – Band 3 Level 1 – 2		
Salary	\$110,685-\$113,636 per annum, plus superannuation		
Division	Community and Regulatory Services		
Section	Injinoo Service Station		
Location	Injinoo		
Employment Type	Full Time – 3 Year Term Contract		
Hours of Duty	38 hours per week		
Supervisor	Executive Manager, Community and Regulatory Services		
Direct Reports	2 x Fulltime Service Station Attendant 2 x Part time Service Station Attendant		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2023*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures

- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

The Manager manages the Service Station and is responsible for training and motivating its staff and providing excellent quality products and services to the NPA communities and visitors, cost effectively and on a consistent and reliable basis.

KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

Injinoo Service Station

1. Manage the service station selling fuel and a limited range of commodities, mainly grocery lines and car products, and the ATM
2. Order and control stock
3. Supervise and manage employees, including keeping timecards, preparing rosters
4. Manage stocktakes, cash reconciliation, banking and record keeping
5. Adjust pricing to reflect profitability requirements
6. Monitor sales trends and adjust practices to ensure business growth
7. Undertake manual handling tasks such as moving stock when necessary
8. Assist in other enterprises ventures as required
9. Other duties as required.

Jardine Shop

10. Manage the Jardine Ferry Shop selling a limited range of commodities, mainly grocery lines and car products, and souvenir items
11. Order and control stock
12. Manage stocktakes, cash reconciliation, banking and record keeping
13. Adjust pricing to reflect profitability requirements
14. Monitor sales trends and adjust practices to ensure business growth

SELECTION CRITERIA

1. Extensive experience and knowledge in the service station industry, or in management of a mixed business
2. Experience and demonstrated skills in staff management in the retail context
3. Demonstrated skills in stock ordering and control
4. Experience in dealing with suppliers and creditors from a remote area
5. Ability to organise staff activities, prepare rosters and prepare/check store employee time records
6. Computer skills, including word, excel, and preferably skills in use of PT POS & Profit Track
7. Understanding of relevant employment and industrial relations issues
8. Understanding of the practical application of WH&S requirements
9. Understanding of local indigenous issues

Desirable Criteria

1. Current Driver's License
2. Capacity to obtain a First Aid certificate if required
3. Capacity to obtain "Dangerous Goods" handling certificate
4. Fit and able to move stock in accordance with approved manual handling procedures

7. PERFORMANCE INDICATORS:

- 1. Completion of all duties (as noted above) in a timely and efficient manner.
- 2. Effective management of grant timeframes.
- 3. Quality of work produced is sound.
- 4. Compliance with Council's Code of Conduct, policies and procedures.
- 5. Effective working relationships within team, Council, community and external agencies.

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)