



## JOB APPLICATION PACKAGE – CORPORATE INFORMATION OFFICER



### About Aqwest

#### **AQWEST is the trading name of the Bunbury Water Corporation**

The Bunbury Water Board was formed in 1905 to obtain, treat and distribute water and has served the people of Bunbury for over 100 years. The move away from the historic Bunbury Water Board and the evolution of AQWEST occurred as part of the restructuring process in 1996/97.

Despite the updated image and streamlined structure, the tradition of delivering quality water at reasonable cost to the people of Bunbury continues with AQWEST.

Aqwest uses the latest technology and engineering know-how to produce and deliver high quality water for the expanding Bunbury community.

#### **Location, Location, Location!**

Bunbury is located 175km South of Perth on the beautiful South West coast of Western Australia and has an enviable lifestyle, fantastic climate, nearby wineries, outstanding restaurants and is surrounded by water on three sides including glorious beaches. It has all the modern entertainment and recreational facilities you would expect in a bustling and growing city. Bunbury has a rich pool of community and culturally diverse activities and is an exciting place to live and work.

## Benefits

### **Short Guide to Employee Benefits**

As well as competitive remuneration, AQWEST also provides and funds a number of health and welfare benefits to employees.

This short guide provides a summary of the conditions and benefits available at AQWEST.

HEALTH AND WELLBEING	
Flu Vaccinations	Provided annually free of charge to all employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	A fully funded service provided by AQWEST for employees and members of their immediate family to access counselling services. Any employee can access the service. Sessions are limited to four per family unit.
Shower Facilities	Access to shower and change room for employees at the workplace.
Physiotherapy	Physio services available to employees
Wellbeing program	Assistance provided for several personal services. Eg: Quit Smoking, Dietitian and Financial advice
WORKPLACE	
Induction Program	All new employees participate in a comprehensive Induction Program
Flexible Work Arrangements	Flexible work arrangements to assist employees to balance work and personal life are by arrangement between AQWEST and the employee.
Lunchroom Facilities	Kitchen with full cooking facilities and a communal lunchroom are provided for employees.
LEAVE	
Annual Leave	Consists of four weeks annual leave paid after twelve months of continuous service. Pro-rata for part-time staff.
Personal Leave	<p>Paid personal leave is available to employees for the following:</p> <ul style="list-style-type: none"> <li>• Illness or injury</li> <li>• Caring for immediate family or household members who are ill and require care.</li> <li>• Emergency affecting the staff member.</li> </ul> <p>Personal leave accrues at one day per completed month of service and pro rata for part time staff.</p>
Wellbeing Leave	2 Wellbeing leave days per annum
Compassionate Leave	Available in accordance with the Enterprise Agreement and National Employment Standards (NES).
Long Service Leave	Employees receive thirteen weeks of leave for seven years of continuous service. An additional thirteen weeks is available after each subsequent period of seven years of continuous service.

## Vision and Values

To be an independent, viable, and competitive water utility in the Western Australian water industry.

### Our Values



Accountability



Integrity



Respect



Transparency

## Employment Conditions

<b>Location</b>	Water Services Centre – 2 Hayes Street, Bunbury
<b>Conditions</b>	Aqwest Enterprise Agreement 2022
<b>Qualifications</b>	Formal records/information management training or demonstrated experience
<b>Salary Package</b>	Level 5 \$92,458 per annum (dependent on skills and experience)
<b>Superannuation</b>	AQWEST pays the superannuation guarantee plus an additional 1%. This is paid into a fund of the employee's choice.
<b>Hours of Work</b>	Part Time
<b>Pre-employment</b>	The recommended applicant(s) will be required to undertake the following: 1. Full pre-employment medical assessment 2. Psychometric testing relevant to position <i>Costs will be met by Aqwest.</i>
<b>National Police Clearance</b>	The recommended applicant will be required to provide a current National Police Clearance. <i>Cost will be met by Aqwest.</i>
<b>Closing Date</b>	5:00pm Friday 27 March 2026 <b>Late applications will not be accepted.</b>

## How to Apply

### Preparing your Application

AQWEST is an equal opportunity employer. All applications for a position will be assessed against the Selection Criteria, shown in the Position Description. Only those applicants who specifically address the selection criteria for the position will be considered for an interview. You can either apply via seek website, or submit your covering letter and resume to [people@aqwest.com.au](mailto:people@aqwest.com.au)