

Serco Job Opportunities

Serco - Our success is a reflection of our people.

Defence

Store Person – Permanent Defence, Randwick NSW

Job Shop reference # 62871
Applications close 27/04/2015

We currently have two exciting opportunities to join our Warehouse, Distribution and Receipting team located at the Randwick Army Barracks, NSW.

Supporting our Medical and Dental Contract, on a daily basis you will see yourself storing, packing, receipting and allocating goods and materials, completing stock checks, entering data into the Defence mandated warehouse system and preparing all relevant documentation for suppliers. You will also be required to maintain general housekeeping in your own work environment, ensure equipment is in good working order and follow correct health and safety procedures at all times.

To become a part of this close knit team environment, you will have demonstrated experience in a Warehouse and Logistics environment, a Forklift licence and previous exposure to the Defence environment will be highly regarded. You will have strong interpersonal and communication skills as well as the ability to work as part of the team with a proactive, results focused attitude and basic computer skills.

Maritime Traineeship – Fixed Term Contract Defence, Garden Island WA

Job Shop reference # 62931
Applications close 05/05/2015

Gain your Certificate III in Maritime Operations while you work onboard the vessels!

We are currently looking for a motivated, reliable and dedicated individual interested in undertaking a full-time 2 year Maritime Traineeship, based in Garden Island, WA.

Experience within the maritime industry is not required; however exposure through naval cadets, sailing or offshore fishing would be considered an advantage. Completion of any Maritime Units of Competency (Elements of Shipboard Safety) and a current First Aid Certificate are highly regarded.

For more information and to express your interest and apply on line, visit '**Job Shop**' on **Our World** at: <https://ourworld.serco.com/irj/portal/jobshop> and enter the relevant reference number.
Email enquiries to: jobshop@serco-ap.com.au

Serco Job Opportunities

Immigration Services

Serco Immigration Services (SIS) is committed to treating people in our care with dignity and respect in a safe and secure environment. Across Australia's network of Immigration Centres, our staff work hard to ensure the well being of people in administrative detention, and to deliver high quality services. SIS provide catering, recreation, education and excursions, manage accommodation, facilities, maintenance, transport and logistics, security, training and procurement

Activities Officer – Permanent Immigration Services – MITA, VIC

Job Shop reference # 62761
Applications close 28/04/2015

The Activities Officer will be responsible for maintaining & promoting the activities program, you will identify & coordinate leisure, recreation and life skills for our detainees. You will respond to enquiries from detainees regarding their requests for activities, as well as develop relationships within the community.. This key role will maintain a positive and healthy community by providing Sporting, Recreational, Educational, Life Skills and Leisure activities.

To be considered for this role you will have extensive knowledge of working in a culturally diverse environment, have demonstrated capacity to engage persons of varying cultural backgrounds. Relevant qualifications within fields such as fitness, vocational, music, or community services are essential.

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Serco Job Opportunities

Client Service Officer x 2 – Permanent Immigration Services – BITA, Brisbane QLD

Job Shop reference # 62933
Applications close 28/04/2015

We are currently seeking two Client Service Officer's (CSO) to work at the Brisbane Immigration Transit Accommodation Centre in Brisbane, Queensland. This frontline role is responsible for the safety, security, and wellbeing of detainees.

Our CSOs work together to ensure detainees in our care live in a positive and healthy community whilst maintaining a safe and secure environment. A well developed understanding of the key programs and activities, combined with an ability to proactively encourage participation, respecting a diverse mix of culture and traditions is essential for this position.

Open to Internal applicants only, a demonstrated commitment to Serco's governing principles and committed to maintaining a safe, secure working and living environment for all who work and live within the centre are vital qualities. This role is open to internal Serco employees only.

Client Service Officer - Permanent Immigration Services – Villawood IDC, NSW

Job Shop reference # 62923
Applications close 05/05/2015

We are currently seeking Client Service Officers (CSOs) to work on a permanent basis at Villawood Immigration Detention Centre, NSW. This frontline role is responsible for the safety, security, and wellbeing of detainees.

In this role you will you will treat people with dignity, integrity and equality, interact, converse and listen to people in your care, respond to and assist in resolving problems decisively, professionally and non-confrontationally, encourage people to participate in centre activities, keeping in mind issues of culture and tradition and maintain a safe, secure working and living environment for all who work and live within the Centre.

To be considered for this opportunity you will have customer service, security and/or welfare background and experience, energy, enthusiasm and passion for helping people, sound verbal and written communication skills and experience in working with people from diverse religious and/or cultural backgrounds will be highly regarded.

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Serco Job Opportunities

Welfare & Engagement Manager – Permanent Immigration Services – Christmas Island IDC WA

Job Shop reference # 62925
Applications close 05/05/2015

Serco Immigration Services (SIS) is seeking an experienced Welfare and Engagement Manager to implement the Programs and Activities schedule to ensure that Serco's contractual obligations are met.

Based at Christmas Island Immigration Detention Centre (CIIDC), this pivotal position will be accountable for all educational, sporting, leisure and recreational activities that respond to diverse detainee needs in a positive manner that ensures religious, cultural, spiritual and pastoral needs of the detainees are met.

The successful candidate will have significant experience in planning, managing and conducting structured programs and activities. Exceptional communication, negotiation and influencing skills are key requirements for this role. A Diploma in Social Work or Social Science/Human Service disciplines and significant staff management experience is essential.

AMENDMENT

Client Service Officer x 1 – Permanent Immigration Services – BITA, Brisbane QLD

Job Shop reference # 62771
Applications close 24/04/2015

We are currently seeking Client Service Officer (CSO) to work at the Brisbane Immigration Transit Accommodation Centre in Brisbane, Queensland . This frontline role is responsible for the safety, security, and wellbeing of detainees.

Our CSOs work together to ensure detainees in our care live in a positive and healthy community whilst maintaining a safe and secure environment. A well developed understanding of the key programs and activities, combined with an ability to proactively encourage participation, respecting a diverse mix of culture and traditions is essential for this position.

A demonstrated commitment to Serco's governing principles and committed to maintaining a safe, secure working and living environment for all who work and live within the centre are vital qualities. Open to internal applicants only.

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Serco Job Opportunities

Justice & Community

One of Serco's main aims is to positively contribute to the communities that we work in. Through our justice contracts at Acacia Prison, Southern Queensland Correctional Centre, Wandoo Reintegration Facility and Court Security and Custodial Services in Australia, and Mt Eden Corrections Facility and Auckland South Corrections Facility in New Zealand, we are achieving this objective every day. Our staff help prisoners to turn their lives around and complete their time in custody as more capable, confident citizens who can make a constructive contribution to the community. Our prisons deliver education, training, rehabilitation and resettlement programs. We apply a Responsible Prisoner Model that promotes respect, encourages positive behaviours and allows prisoners to earn and take responsibility for managing their own circumstances. We are committed to treating people in our custody with humanity and decency. We provide opportunities for them to give something back to the communities they come from, and to make those communities safer by reducing reoffending

Kitchen/Laundry Instructor – Permanent Mt Eden Corrections Facility - Auckland

Job Shop reference # 62927
Applications close 10/05/2015

The Kitchen and Laundry Instructor role involves supporting the effective running of Mount Eden Corrections Facility (MECF) kitchen and laundry which prepares all meals and provides laundry services to approximately 1000 prisoners on a daily basis.

We are seeking a dynamic individual with an ability to supervise and teach prisoners to achieve a trade formal qualification in catering as well as deliver a high quality service in a fully operational kitchen and laundry. Developing skills in our prisoners has a direct impact on up skilling this group for eventual release and reducing their chances of reoffending and hence making a real difference to our community.

The ideal candidate will have experience working in a bulk catering and experience working in a high churning laundry environment. A relevant trade or Adult Teaching qualification (NZQA or equivalent) and knowledge of food hygiene practices is desirable along with experience in management or supervisory. Previous experience in a justice, prison or health environment would also be advantageous. This position is responsible for supervising prisoners within the prison kitchen therefore excellent communication skills and a professional and responsible attitude are essential. You will also have good judgement and ability to make decisions quickly and prioritise. Full Corrections Officer training will be provided to the successful candidate.

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Serco Job Opportunities

Laundry Instructor – Permanent Mt Eden Corrections Facility - Auckland

Job Shop reference # 62929
Applications close 10/05/2015

The Laundry Instructor role involves supporting the effective running of Mount Eden Corrections Facility (MECF) laundry which provides laundry services to approximately 1000 prisoners on a daily basis. .

This position is responsible for supervising prisoners within the prison laundry therefore excellent communication skills and a professional and responsible attitude are essential. We are seeking a dynamic individual with an ability to supervise and teach prisoners to achieve a trade formal qualification as well as deliver a high quality service in a fully operational laundry.

The ideal candidate will have experience working in a experience working in a high churning laundry environment as well as experience teaching or tutoring. A relevant trade or Adult Teaching qualification (NZQA or equivalent) is desirable. . Previous experience in a justice, prison or health environment would also be advantageous. This position is responsible for supervising prisoners within the prison laundry therefore excellent communication skills and a professional and responsible attitude are essential. You will also have good judgement and ability to make decisions quickly and prioritise. Full Corrections Officer training will be provided to the successful candidate.

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Serco Job Opportunities

**Corporate Office
Legal Department**

Head of Contracts, Legal Department Corporate Office, North Sydney, NSW

Job Shop reference # 62935
Applications close 01/05/2015

The Head of Contracts will be responsible for managing and developing the Contracts and Contract Administration Teams to provide front-line support to Contract Managers across Serco's Asia Pacific Division from pre-bid through post-award contract management and close-out as well as supporting Serco's M&A, procurement and joint venture activities. This will be both an internal and external facing role.

This person will be required to establish and/or build on existing policies, procedures and governance to provide a consistent approach to the management of contractual, commercial and legal risk associated with the complex contractual and commercial activities of an international division of a global company.

The successful candidate will be Graduate calibre, professionally qualified and ideally with additional business or specialist qualifications. Essential technical and professional skills and knowledge include experience leading a Contract Management Function in a large organisation with a comparable scale of business and complexity; experience of Bid support work, contracting and sub-contracting and Mergers & Acquisitions; and experience implementing management systems (including IT and database systems) to enhance the performance of the Contract Management Function.

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