Terms and Conditions - LTA

This is not a legal document and is only provided for information

Role Title	Senior Skills Manager
Location	Highlands Agricultural College Note: The successful candidate may be required to work in other countries serviced by the APTC during the term of their assignment.
Employing Entity	TAFE Queensland International Education (TQIE)
Appointment	Any appointment is conditional on formal DFAT approval
Duration	ASAP – 30th June 2023
Mobilisation	The preferred candidate must have a valid passport with more than 6 months before expiry.
ARF Classification	B2 – as per the DFAT Adviser Remuneration Framework (ARF).
Total Remuneration Package (TRP)	The TRP on offer will be Total package of AU$117,480 per annum pro rata (inclusive of employer superannuation contribution: The total package is made up of: • Base salary of AU$102,970 per annum • Employer superannuation contribution of AU$13,129 (12.75% with Q-Super when employee contributes 5%) and • Annual Leave Loading of AU$1,381
Additional Benefits	**Special Location Allowance** - A Special Location Allowance of AU$7,214 per annum is payable for employees working in remote locations outside Port Moresby.
Mobility Allowance	A Mobility Allowance is payable for employees taking up a position in a country other than the employee's home country. Subject to completing an Australian Government supplied Declaration of Status*, the Mobility Allowance is payable fortnightly and is intended to address cost of living differences and other impacts associated with taking up a position in a country other than the employee's home country. The range is determined as a percentage of the Total Remuneration Package and is based on accompanied or unaccompanied status. • Unaccompanied – AUD $18,558 per annum • Accompanied – AUD $27,838 per annum
Mobility Allowance Supplement	A Mobility Allowance Supplement is payable for employees taking up a position in a country other than the employee's home country, to assist the Employee with the cost of educating a Dependent Child/ren. It is a monthly flat rate payment of AUD$1,368, and remains fixed regardless of the number of Dependent Children an employee has.
Mobilisation / Demobilisation Costs	A Mobilisation/Demobilisation Allowance is payable for employees taking up a position in a country other than the employee's home country, and will be paid depending on your status*. This covers expenses related to mobilisation to the host country and demobilisation including: medical clearances and inoculations, passport, removalist costs, temporary accommodation, freight of goods to the host country and excess baggage.

	• Unaccompanied – AUD $3,500 • Accompanied – AUD $6,000 In addition, economy class airfare to/from host country and work permit/visas for the employee and any approved accompanying dependent/s will be provided.
Housing	APTC provided accommodation.
Superannuation	Employer Superannuation Contribution of 12.75% into QSuper (based on employee Superannuation Contribution of 5%)
Taxation	This position is entitled to tax free status applicable to Australian citizens.
Hours of Work	A standard working day is 8 hours per day and a standard working week is 40 hours. The employee acknowledges that working additional hours is part of the Employee's role and that this is taken into account in setting the Total Remuneration Package.
Public Holidays	The employee is entitled to up to 13 public holidays per annum.
Annual Leave	20 working days per annum to be taken within the contract period – leave dates to be approved by your Accountable Manager. Employees are responsible for all travel costs associated with leave.
Sick Leave	10 working days per annum.
Police Check	Employment will be dependent on provision of a satisfactory current National Criminal History Check.
Probation	The Employment Agreement will include a 6 month probation period.
Medical and Travel Insurance	Medical insurance and travel insurance for the employee and any approved dependent/s will be provided as per policy limitations/conditions. However, it is recommended that employees maintain private health insurance in Australia throughout the assignment. Individuals are responsible for their own personal property & contents insurance in country. In addition, travel insurance will be provided to the employee when travelling for pre-approved work purposes.
Reimbursement of Allowances Pro-Rata upon Termination	In the event that you terminate your employment with the employing entity (TAFE Queensland) prior to the conclusion of the term of employment, any allowances paid to you in advance will need to be reimbursed.
Payment	1. Salary & Mobility Allowance – fortnightly as per TAFE Queensland's payroll. 2. Mobilisation/Demobilisation Allowance – in first pay after commencement.
Motor vehicle use	Motor vehicles will be available for use, in accordance with the APTC Use of Motor Vehicle Policy.
Additional Information	The APTC reserves the right to withdraw positions advertised, resulting in an appointment not being made.

** Declaration of Status confirming an individual's eligibility to receive allowances. Declaration clarifies whether or not the individual (a) usually resides in the country where they will be required to work and (b) is accompanied by dependents who are or are not in receipt of a housing allowance from another source.*