



POSITION TITLE: Trainee Community Administration **POSITION NO:** 2490
EMPLOYMENT TYPE: Maximum Term Full Time
CERTIFIED AGREEMENT: Officers – 2011
DEPARTMENT: Community
BRANCH: Planning & Land Management
REPORTS TO: Manager Planning & Land Management

ORGANISATIONAL VALUES: ACHIEVE

Accountability - We accept responsibility for our actions and decisions in managing the regions resources.

Community - Building partnerships and delivering quality customer service.

Harmony - Our people working cooperatively to achieve common goals in a supportive and safe environment.

Innovation – Encouraging an innovative and resourceful workplace.

Ethical Conduct – We behave fairly with open, honest and accountable behaviour and consistent decision-making.

Vision – This is the driving force behind our actions and responsibilities.

Excellence – Striving to deliver excellent environmental, social and economic outcomes.

1. PRIMARY ROLE

This is a training position. The traineeship will cover a twelve (12) month period. Continued employment on completion will be subject to organisational needs and cannot be guaranteed.

Throughout the traineeship the trainee will be required to complete a Certificate III in Business Administration whilst gaining Administration experience through day-to-day activities in Council's Operations.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Commitment to undertake all training requirements and successfully complete a Certificate III in Business Administration whilst gaining administrative experience through day-to-day activities in Council's Operations
2. Assist under direction, in the administration function of all sections within Community.
3. Maintain a record of training such as a training record book
4. Rotate between sections as part of learning and training
5. Complete additional activities and reasonable directions given by management.

3. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence
- Successful completion of Year 10 School Certificate

4. KEY SELECTION CRITERIA

1. Commitment to learn new skills and to complete a formal qualification in Business Administration
2. Sound literacy and numeracy skills
3. Sound communication skills
4. Proven ability to follow direction and at times work with minimal supervision
5. Ability to work effectively in a team environment

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Community: Peter O'May	Signature: 