



**REGIONAL
AUSTRALIA**
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EMPLOYMENT INFORMATION PACKAGE

Local Government Traineeship
Office Administration



18 November 2020

Traineeship Office Administration - Goondiwindi

Thank you for your interest in applying for the Local Government Traineeship position with the Goondiwindi Regional Council. Currently, we are currently looking for two (2) enthusiastic individuals to undertake a Traineeship in Business Administration for a twelve month period, to commence in January, 2021.

This package has been prepared as a guide for job applicants and includes an explanation of how to address the selection criteria (where applicable) so that you can present the best possible image of yourself and your work experience when completing your application.

The package includes the following documents:

- Advertisement
- Position Description
- General Conditions of Employment
- Recruitment and Selection Process

Participants for the fulltime traineeship must fall within one of the following eligibility parameters:

- young people aged 15 to 24 years
- Long term unemployed job seekers
- Aboriginal and Torres Strait Islander peoples
- Mature-age job seekers (45 years or older)
- Migrants and refugees from culturally and linguistically diverse backgrounds
- People with a disability
- Displaced workers
- Women re-entering the workforce
- Veterans and ex-service personnel
- Must not already hold a Certificate III or higher in any field.

Following completion of the traineeship, including study requirements leading to a Certificate III in Business Administration the successful applicant will be well placed to move into almost any administrative environment.

For general details of the Council, please our website: www.grc.qld.gov.au

For further information about the position or duties involved, please contact Council's Human Resources on (07) 4671 7400 or via email on mail@grc.qld.gov.au.

I look forward to receiving your application.

Debbie Elliott
Human Resources Officer

ADVERTISEMENT



Council currently has the following vacancies:

POSITION: Traineeship
DIRECTORATE: Community & Corporate Services
LOCATION: GOONDIWINDI QLD
CLOSING DATE: Monday, 7 December 2020
ENQUIRIES: Human Resources Officer

Employment Information Packages and options on how to apply can be found on Council's website at www.grc.qld.gov.au/vacancies

Applications must be in writing and be addressed to the Chief Executive Officer, LMB 7, Inglewood Qld 4387.

Applications must be received by 5:00pm **Monday, 7 December, 2020.**

POSITION DESCRIPTION

Position: Trainee Administration Officer – Communications Team
Section: Community and Corporate
Location: Goondiwindi, Queensland
Reports to: Community Development & Events Coordinator

POSITION OBJECTIVE

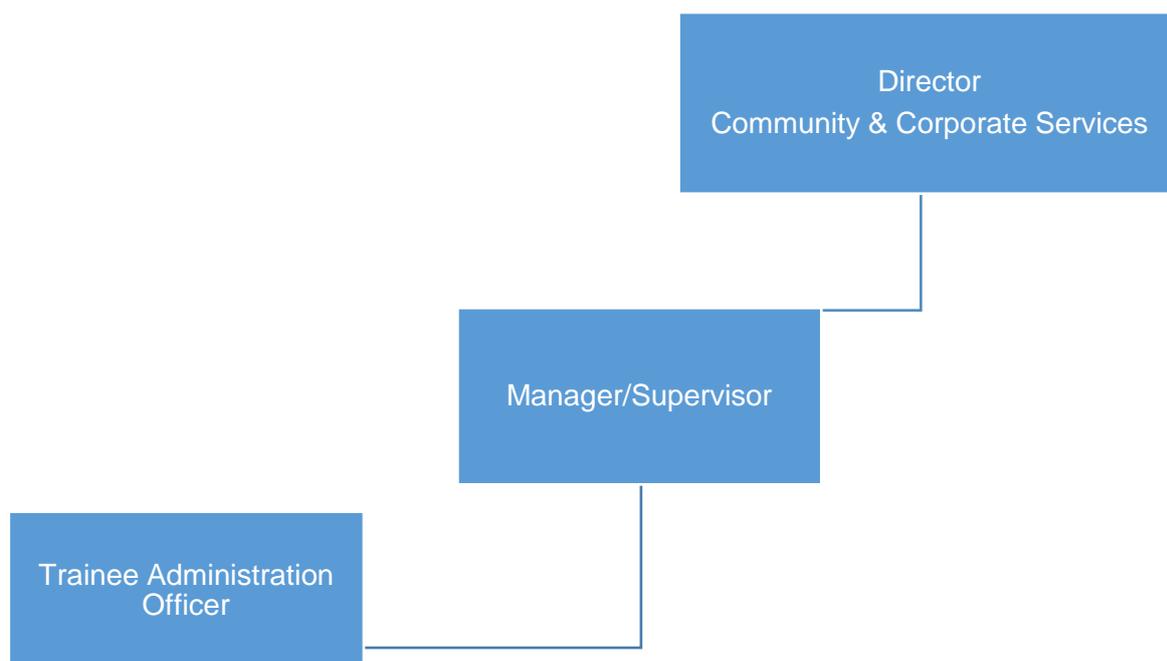
The work of the trainee will be performed under the direction of the supervisor. The trainee will be expected to make a valuable contribution to the level and quality of support provided within the Council.

The trainee will be employed for a period of 12 months, with no guarantee of further employment beyond the period of the traineeship. The trainee will complete a Certificate III in Business Administration by the expiry of the 12 month traineeship.

This position will be responsible for the following functional areas:

- Administration Support

ORGANISATIONAL STRUCTURE



POSITION REQUIREMENTS

KNOWLEDGE, SKILLS & ABILITIES

- Undertake a sufficient level of schooling to allow entrance in TAFE for the purpose of enrolment in Certificate III in Business Administration.

KNOWLEDGE, SKILLS & ABILITIES

- The ability to provide excellent customer service.
- Current "C" class manual Drivers Licence (advantageous, but not essential).
- Undertake off the job and on the job training to complete Certificate III in Business Administration within the required 12 month period.
- The ability to apply skills learnt in off the job training to the workplace.
- The ability to clearly understand and adhere to Council policies and procedures.
- The ability to plan and carry out daily work programs in accordance with assigned schedules.
- The ability to read and understand written instructions, complete basic forms, documentation and reports.
- The ability to follow instructions and adhere to all safety requirements of the position.
- An ability to work effectively with people of all ages and at all levels of Council and with members of the community to produce positive outcomes.

KEY DUTIES AND RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Without limiting the above, the key responsibilities of the position holder shall include:

1. Provide quality customer service to all Council clients;
2. Undertake word processing and data entry activities;
3. Prepare correspondence for signature using existing templates and sourced information;
4. Undertake records management tasks including filing, file notation, electronic tracking and creating files;
5. Prepare outwards correspondence including the preparation of mail for lodgement;
6. Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required;
7. Undertake routine administrative tasks as required by the position;
8. Undertake duties in accordance with the training plan for Certificate III in Business Administration;
9. Undertake other relevant duties as directed, consistent with skills, competency and training;
10. Assist with the preparation of high quality images and editing of images for the promotion of Council;

KEY DUTIES AND RESPONSIBILITIES

11. Assist with customer enquiries, including face to face and telephone enquires;
12. Prepare a range of office documents using a variety of office equipment including computers, printers, photocopiers, binding machines, folding machines fax etc.;
13. Undertake research and analysis of team activities to support continuous improvement;
14. Work is to be carried out in accordance with SAFEPLAN2 – Council’s Workplace Health and Safety Management System. Employees must ensure that they do not put the Health and Safety of themselves or others at risk. Work is to be carried out to meet WHS obligations and responsibilities (WH&S-WP-1.5.1) as detailed in the relevant legislative requirements and standards including Council policies and procedures;
15. Report risk exposure to Supervisor/Manager and implement risk controls as directed by Supervisor/Manager.
16. To recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers;
17. To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.

PERFORMANCE & SKILL STANDARDS

- Accountable to the Director Community and Corporate Services.
- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director Community and Corporate Services, recognising those standards as outlined in Council's Corporate Plan and supporting Operational Plan.
- Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Workplace Health and Safety Act and other legislative requirements or standards, which may be appropriate and including Council's policies and procedures.
- Allocated tasks shall be completed consistently within agreed timeframes.
- Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council’s aims and objectives.

GENERAL CONDITION OF EMPLOYMENT

AWARD:	Queensland Local Government Industry Award – State 2017
SALARY:	Stream A – Level 1 Step 1 \$54,687.88 p.a. plus allowances (under 21 years – Junior rates apply).
HOURS:	Your ordinary hours of work will be 36.25 hours per week, worked Monday to Friday. Council offers a nineteen day month arrangement (RDO), where additional time is worked and banked in a 19 day cycle to accrue a Rostered Day Off.
SUPERANNUATION:	First 12 months Employee contribution of 6% not compulsory Council Contribution 9.5% if no employee contribution is made, otherwise 12%
STAFF DEVELOPMENT & TRAINING:	Council is very aware of the need for the development of its staff. Both Field and Administration staff undertake an annual performance appraisal on the anniversary of their start date or at regular 12 monthly intervals. Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.
WORKPLACE HEALTH & SAFETY:	All employees commencing with Council must commit to the employee obligations of the Work Health and Safety Act 2011.
PROBATION:	All appointments are subject to a (6) six-month probationary period.
UNIFORM:	Permanent full time staff will receive the uniform allowance. Permanent part time staff, trainees and casual staff will receive a relevant pro-rata entitlement to be determined by their director having regard to their role and its interaction with the public and the length of their employment. All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
SMOKE-FREE WORKPLACE:	It is Council policy that smoking is not permitted in: <ul style="list-style-type: none">• Council buildings;• Council vehicles, road plants;• Water and sewerage plants and designated confined entry spaces;• Other designated areas, which will be notified from time to time.

RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.

STEP 1

1. Vacancy Advertised
2. Obtain an Application Kit
3. Applications received

STEP 2

4. Selection Panel Formed
5. Applicants short-listed
6. Candidates notified & interviewed
7. Interview assessment
8. Reference checks
9. Pre employment medical maybe required
10. Recommendation of appointment.

STEP 3

11. Unsuccessful applicants notified
12. Position offered to successful candidate
13. Induction Process

APPLICATIONS

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- A concise demonstration that you meet the selection criteria (if required) – providing brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
- Where specific selection criteria is not requested, you should incorporate sufficient detail in your covering letter/resume to demonstrate you have the ability to meet the requirements of the position.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

Short listing of applicants is based on how well your knowledge; skills and abilities to perform the duties and requirements of the job.

The selection panel will endeavour to meet any special requirements you may have to enable you to attend the interview.

You will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

LOGGING YOUR APPLICATION

You can apply for the position online by clicking the “APPLY” button on Council’s website www.grc.qld.gov.au/vacancies. Complete the application and attached relevant documents. Applications should be submitted before 5:00pm on the closing date for the position. If you choose not to apply online application should be forwarded to:

Post to: Attention: Debbie Elliott Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 INGLEWOOD QLD 4387	Personally deliver to: Attention: Debbie Elliott Customer Service Centres in Goondiwindi, Inglewood or Texas.	Email to: mail@grc.qld.gov.au Attention: Debbie Elliott
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As each application will be electronically scanned, it is not necessary to bind your application or include it in a folder.

REFERENCE CHECKS

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

NOTIFICATION OF APPOINTMENT

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.