

POSITION DESCRIPTION

| POSITION DETAILS | | | |
|-------------------------------|---|---------------------------------|----------|
| Position Title: | Trainee Business Support Officer (School Based Trainee) | | |
| Position Number: | 4203 | | |
| Directorate: | Works and Infrastructure, Planning and Environment and Corporate and Community Services | | |
| Salary Grade: | As per Local Government (State) Award | Standard Position Hours: | 35hrs |
| Position Reports to: | Business Support Manager | | |
| Staff Management: | Nil | | |
| Budget Responsibility: | Nil | | |
| Date Created: | 26 April 2016 | Date Last Reviewed: | |
| Version: | 1 | Document Number: | DOC2016/ |

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of the 3 following Directorates plus the General Managers Unit;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

This position will provide administrative assistance across all Council directorates.

The **General Managers Unit** manages services associated with Human Resources, Economic Development, Communications and Media, Internal Audit and the Executive Office of the General Manager and the Mayor.

The **Corporate and Community Services Directorate** manages services associated with Financial Services, Governance and Business Services, Information Technology, Procurement and Contracts, Community and Cultural Engagement.

The **Planning and Environment Directorate** manages services associated with Development Services, Health and Building, Business Support, Strategic Land Use Planning, Integrated Planning & Reporting, Natural Environment Planning.

The **Works and Infrastructure Directorate** manages services associated with Works Delivery, Design Delivery, Strategic Asset Planning, Recreation Services, Waste and Environment Services.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to provide efficient and effective administrative support in a professional and responsive manner, with requirements to perform these duties across the three directorates of Council.

The Trainee Business Support Officer will be employed for the duration of the traineeship, with no guarantee of further employment beyond this period.

KEY ACCOUNTABILITIES

1. General administrative duties including;
 - Photocopying, printing, laminating and binding
 - Collecting and distributing incoming / outgoing daily mail
 - Monitoring and ordering of stationery and printing requirements
 - Ensure that fax, copier and local area printer have sufficient paper and toner supplies.
 - Electronic Filing
2. Enter, maintain and report works activities into the relevant directorate databases and spreadsheets.
3. Prepare correspondence including: memos, letters, templates, faxes, emails, presentations, agendas, minutes, reports, posters, passes, flyers and publications relating to the directorate.
4. Coordinate and book meetings, including room bookings, catering and managing equipment requirements.
5. Provide sound customer service on behalf of Council with both internal and external customers and ensure that all enquiries for the Directorate are referred to the appropriate person.
6. Ensure correspondence is responded to in accordance with Council's service level standards.
7. Ensure relevant Directorate staff are kept abreast on all relevant matters and in particular those matters which have the potential to reflect unfavourably on Council.
8. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Current high school student commencing Year 11.
2. Commitment and ability to participate and complete a Certificate qualification.
3. Demonstrated experience in the use of Microsoft Office, email and internet.
4. Demonstrated ability to communicate effectively both verbally and in writing.
5. Demonstrated ability to work as part of a team.
6. Demonstrated commitment to providing good customer service.

SIGNATURE

Employee

Full Name:

Signature:

Date: