



Position Description	
Trainee	
Name of appointed officer:	Vacant
Date of appointment:	
Date of last review of position description:	May 2017

1.	Salary and conditions	
	All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated. Applicants must be eligible for a Government funded traineeship.	
	Assessed entry level of position within salary system:	In accordance with Clause 30E of the LG State Award
	Position limit within salary system:	National Training Wage
	Status of position:	Traineeship
	Hours of work per week:	38 (outdoor staff)

2.	Organisational relationships	
	Directorate:	Works & Civil or Environment, Planning and Community (as appropriate to the position)
	Section:	As appropriate to the position
	Unit/team:	N/A
	Work base:	Grafton or Maclean (as appropriate to the position)
	Position responsible to:	As appropriate to the position
	Level of support and supervision:	High supervision
	Level of personal management	Low
	Level of teamwork required:	High
	Supervision of staff:	N/A
	Internal contacts:	Primarily within the relevant Section

2.	Organisational relationships	
	External contacts:	General public

3.	Physical demands of the position	
	Frequent travelling between job sites	
	Capable of working in difficult terrain, including walking up and down embankments and over rough ground	
	Prolonged standing	
	Frequent bending and kneeling	
	Manual handling, including general labouring duties	
	Access and egress to plant and equipment	

4.	Purpose of the position	
	To participate as a productive member of the team and undertake assigned work tasks and activities within the workplace and training program	
	To provide high quality customer service delivery which promotes a positive and professional image of Council and the Section.	
	To perform tasks associated with the Open Spaces function as directed	

5.	Essential criteria	
	Applicants must address each of the individual criteria listed below in their application.	
5.1	Education and knowledge	
5.1.1	Literacy and numeracy skills and demonstrated ability to complete standard forms	
5.2	Experience	
5.2.1	Previous experience, knowledge or interest in the field of Horticulture	
5.3	Position related skills	
5.3.1	Ability to follow instructions	
5.4	Personal qualities	
5.4.1	A demonstrated commitment to and knowledge of Work Health & Safety requirements	
5.4.2	Ability to work in a team	

6.	Desirable criteria	
	Applicants must address each of the individual criteria listed below in their application.	
6.1	Membership licence or ticket/on-the-job training	
6.1.1	OHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW	

6.1.2	Current Class C Drivers Licence
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7.	Other features of this position may include
	Nil

8.	Generic performance requirements
	Ethics/probity – act in accordance with the Code of Conduct.
	Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.
	Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.
	Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the Use of skills Clause in the Local Government (State) Award will apply.

9.	Declaration
<p>In signing this declaration I acknowledge that I,, have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p> <p>Signed: Date:</p> <p style="text-align: center;"><i>Employee</i></p> <p>Signed: Date:</p> <p style="text-align: center;"><i>Manager Human Resources</i></p>	