

Position Description

Information Services Trainee

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: October 2017

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.

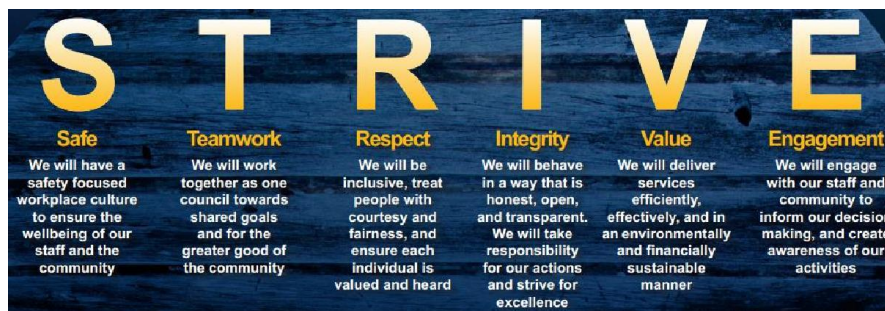
Assessed entry level of position within salary system:	In accordance with Clause 30E of the Local Government (State) Award 2014
Position limit within salary system:	National Training Wage
Status of position:	Temporary - Traineeship
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Corporate and Governance
Section:	Information and Corporate Systems
Team:	Records
Work base:	Grafton
Position responsible to:	Team Leader (Information Management)
Level of support and supervision:	High supervision
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	Across Council but primarily within the relevant Section
External contacts:	Nil

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Physical requirements of the position

Frequent use of computer keyboard

Lengthy periods of sitting

Purpose of the position

To perform tasks associated with the records management function as directed.

To participate as a productive member of the team and undertake assigned work tasks and activities within the workplace and training program.

To complete an appropriate course of study (applicants must be eligible for a Government funded traineeship). Approved course of study is as follows:

- Certificate III in Business Administration

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Demonstrated literacy and numeracy skills

Licences/tickets, clearances, membership

Criminal history that does not adversely affect ability to perform the inherent requirements of the position

Essential selection criteria

Experience

Previous experience, knowledge or interest in the field of Records Management

Position related skills

Basic level of computer literacy (i.e. keyboard and computer skills)

Ability to follow instructions

Ability to apply attention to detail and accuracy in work undertaken

Personal qualities

Ability to work within a team environment

Demonstrated commitment to customer service

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

School Certificate

Licences/tickets, clearances, membership

Current drivers licence

Position related skills

Demonstrated ability to organise work priorities within daily routine tasks

Other features of this position may include

Not applicable

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.

Generic performance requirements

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.

Declaration

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.

Signed: Date
Employee

Signed: Date
Manager Human Resources
