Position Description

Trainee Information Services

Name of appointed officer: Vacant
Date of appointment:
Date of last review of position description: May 2018

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 2017
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:	Information Technology
Work base:	Maclean
Position responsible to:	Team Leader (Systems Administration)
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



Our Values and Behaviours

Safe

We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.

Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate

Teamwork

We will work together as one council towards shared goals and for the greater good of the community.

Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"

Respect

We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.

Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip

Integrity

We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.

Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others

Value

We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.

Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment

Engagement

We will engage with our staff and community to inform our decision making, and create awareness of our activities.

Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position
Frequent use of computer keyboard
Lengthy periods of sitting

Purpose of the position
To provide basic information technology support to Council Staff and Customers
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 IV in Information Technology

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
Experience
Previous experience, knowledge or interest in the field of Information Technology
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.

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