



YOUTH EMPLOYMENT TRAINING SCHEME (YETS) - minimum 1 year

**TO BE ELIGIBLE FOR THIS TRAINEESHIP, YOU MUST BE A CURRENT
RESIDENT OF EUROBODALLA SHIRE AND UNDER 21 YEARS OF AGE AS
AT 4 FEBRUARY 2019**

INFORMATION PACKAGE

POSITION VACANT

BUSINESS ADMINISTRATION TRAINEE

HUMAN RESOURCES – LEARNING & DEVELOPMENT

CLOSING DATE: 4.30PM WEDNESDAY 17 OCTOBER 2018

REF: ESC164

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Thank you for enquiring about
this position.
If, after reading the information
in this package, you would like
further information please
contact Ravinder Mansfield on
(02) 4474 1016.

Important Information

Use our on-line application system to apply for this position. This can be accessed through the *Jobs at Council* section of Council's website www.esc.nsw.gov.au

Complete the online questionnaire

This is a really important part of your application.

- Only applicants that complete the questionnaire will be considered for the position;
- Selection for interview is based on the responses you make to each of the questions;
- Each question relates to an important aspect of the job. You will need to make responses that explain your training and / or experience to date in regards to the question asked. Include any experience that you have had at school, in sporting or other groups, or in paid or unpaid work experience.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.

School reports

Your most recent school report is required as part of your application.

Referees

- You will need to include at least one referee in your application who is a teacher/mentor from school. Other referees could be employers, sporting coaches or members of volunteer groups that you have worked with.
- We may contact your referees to verify the information provided in your application and at interview. We will not contact any of your nominated referees without seeking your permission first.

Upload documents and finalise your online application

After answering the online questionnaire, you will be asked to upload your resume, school report and any other supporting documents to finalise your application.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

Overview of Business Administration Traineeships

Council's Youth Employment Training Scheme (YETS) is designed to provide young people with experience in the workplace that they can use to further their careers in the future.

As a Business Administration Trainee, you will provide general administrative support to those within your department. You will be given a range of administration skill development opportunities including answering of phones, photocopying, scanning, emailing, desktop publishing, word processing, file and records maintenance and other general departmental administrative functions.

Training

You will enter into a training contract to complete a Certificate III in Business Administration at Moruya TAFE. It is anticipated that delivery of the training will be through a combination of on-the-job training and attendance at Moruya TAFE one day per week.

The successful applicant will need to complete both on-the-job and off-the-job components of the traineeship.

This traineeship is being offered under the Special Youth Employment Training Scheme (YETS) for young people under 21 years of age.

This program is covered by Section 49ZYI of the Anti-Discrimination Act 1977 which gives exemptions to certain requirements of Section 49ZYB of the Act relating to discrimination based on the grounds of age for employment of persons or employees under 21 years of age.

Position Description

Business Administration Trainee (YETS program)

Division	Human Resources – Learning & Development
Location	Based from Council's main office, Moruya
Classification/Grade/Band	Trainee
Position Code	Trainee
Date position description approved	13 August 2018

Council overview

Come and join a stable and progressive council working with an engaged community to contribute to a promising future. Eurobodalla Shire Council is located on the beautiful south coast of New South Wales and encompasses the regional centre of Batemans Bay, the main towns of Moruya and Narooma, and smaller villages and rural areas dotted along the coastline. Surrounded by beaches, bays, rivers and mountain ranges, we are situated in a stunning natural environment while also having access to quality schools, retail and medical facilities. You will advance your career and make a difference locally as you enjoy a pristine and thriving region.

Council values

The guiding principles of collaboration, respect, teamwork, professionalism and openness and trust define how Eurobodalla Shire strengthens its working environment to deliver on the aspirations of our community.

Council is committed to a safe and mentally and physically healthy workplace environment.

We are proud to be an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

Primary purpose of the position

To gain skills, experience and qualifications by assisting with administrative activities related to Council employees' learning and development while completing a Certificate III in Business Administration.

Key accountabilities

Within the area of responsibility, this role is required to:

- Successfully complete all on the job and theoretical components of the traineeship.
- Assist with the coordination and administration of training courses.
- Respond effectively to employee enquiries and requests.

Key challenges

- Completing daily work commitments and off the job training.
- Mastering technology to provide effective course management and reporting.
- Delivering a quality service to a variety of customers in a changing environment.

Key internal relationships

Who	Why
Supervisor	• Day to day supervision and instruction.
Council employees	• Work collaboratively to contribute to the delivery of quality learning and development outcomes.

Decision making

This role is fully supervised and is required to follow instructions regarding day to day activities, liaising with their supervisor.

Reports to

Senior Human Resources Officer, Learning & Development





Essential requirements

- Currently a resident of Eurobodalla Shire Council
- Under 21 years of age as at 4 February 2019
- Ability to successfully complete all practical and theoretical components of traineeship including any compulsory attendance at TAFE or other training provider.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. **Refer to the next section of this document for further information about the focus capabilities.**

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Personal attributes Demonstrate Accountability	Foundational
	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Relationships Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Results Deliver Results	Foundational
	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Resources Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships Influence and negotiate	Foundational	<ul style="list-style-type: none"> • Helps find solutions to problems he/she raises • Uses facts and sound reasoning to make a case • Listens to understand others' interests and needs • Is tactful when disagreeing or proposing a different approach or outcome • Works towards mutually satisfactory outcomes
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Technology and Information	Foundational	<ul style="list-style-type: none"> • Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management policies

The Recruitment Process:

Application

Council will review each application to ensure that all the necessary sections have been completed and that copies of recent school reports and a resume have been provided.

Interview

After the closing date, applications will be reviewed and assessed to select candidates for interview. If selected, you will be contacted by phone by the end of October 2018 to attend a face to face interview and a literacy and numeracy exercise. Interviews will be held at the main Council offices in Moruya in early November 2018.

Decision

Applicants who attend an interview will be notified of the outcome by Friday 7 December 2018 via telephone.

Additional factors

In addition to your interview, the following factors will be taken into consideration:

- The content of your questionnaire in your online application;
- Your record of achievement at school, work experience or out-of-school activities;
- Your referee comments.

CONDITIONS OF EMPLOYMENT

Position Title:	Business Administration Trainee - Learning & Development (Youth Employment Training Scheme)
Commencement date:	Monday 4 February 2019
Completion date:	Friday 31 January 2020
Probation period:	A one month probation period applies for all traineeships. Ongoing employment is subject to successful completion of the probation period.
Award:	Local Government (State) Award 2017
Location:	Based in Moruya at Council's main office located at corner of Vulcan and Campbell Streets, Moruya.
Hours of work:	35 hours per week arranged 8:30am to 4:30pm Monday to Friday. Travel to and from work and off-the-job training is the responsibility of the trainee.
Leave Entitlements:	4 weeks annual leave to be taken as part of 12 months service. 3 weeks sick leave on commencement.

ESC is committed to a safe and healthy work environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

WAGE INFORMATION			
Local Government (State) Award 2017	Base salary (gross per week)	Superannuation calculated at 9.5% (gross per week)	Total Remuneration (gross per week)
Year 10 school leaver	\$323.10	\$30.69	\$353.79
Year 10 + one year out of school	\$355.80	\$33.80	\$389.60
Year 12 or Year 10 + two years out of school	\$423.90	\$40.27	\$464.17
Year 12 + one year out of school or Year 10 + three years out of school	\$493.30	\$46.86	\$540.16
Year 12 + two years out of school or Year 10 + four years out of school	\$574.10	\$54.54	\$628.64
Year 12 + three or more years out of school or Year 10 + five or more years out of school	\$657.30	\$62.44	\$719.74

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



**THE
COMMUNITY**

**COUNCIL
Mayor**

**General
Manager**

**Director
Infrastructure
Services**

**Director
Planning and
Sustainability**

**Director
Corporate and
Commercial Services**

**Director
Community, Arts and
Recreation Services**

**Executive Manager
Communication and
Engagement**