

Position Description



CORPORATE INFORMATION

Position title	Trainee – Officer Administration (Business Support)		
Directorate	Gympie Regional Council	Branch/Section/Unit	Business Support
Position number	TBC	Level	% of Level 2
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1 Order – Apprentices' and Trainees' Wages and Conditions (Excluding Certain Queensland Government Entities) 2003		
Line Manager	Dependant on business unit placement		

SCOPE OF POSITION

Position Summary

Undergo a business traineeship in an administrative environment. Assist the team to provide a range of services including (but not limited to) word processing, data entry, correspondence, general office administration.

Key Responsibilities of the Role

- Assist administration support by delivering timely and accurate administration functions to meet the business needs.
- Assist with word processing and data entry activities to prepare outwards correspondence for signature.
- Assist with records management tasks including filing and electronic tracking.
- Support the team by providing customer service to internal and external customers.
- Actively participate and complete a Traineeship in accordance with your employment conditions.

Mandatory Licence/Competency (Ticket) Requirements

Nil

Desirable Licence/Competency (Ticket) Requirements

Nil

Essential Knowledge/Skills/Qualifications Criteria

- Demonstrated interpersonal, oral and written communication skills.
- Demonstrated ability to learn Microsoft Office applications and to produce documents with attention to detail.
- Be able to operate in a professional and positive manner while working in a team environment with the ability to be tactful and discrete when dealing with matters of a sensitive nature.
- Demonstrated time management skills with the ability to achieve set tasks in given time frames.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

Nil

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

Position Description



POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.