



Position Description

Non-supervisory Employees

Position Title	Administration Trainee
Section	TBC
Division	TBC
Reports to	TBC
Grade	Trainee

Position purpose

To assist in a wide range of administration and office duties to support the day to day operations of the business unit, group and directorate.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Assist in providing administrative support and general clerical assistance to the team
- Assist in diary and inbox management
- Assist in the coordination of meetings including booking rooms, sending invitations, tracking responses and supporting the preparation of agendas and minutes
- Support document management and record keeping (including filing and archiving)
- Assist with data entry and collation of data
- Assist in the preparation of standard correspondence including letters, memo's and reports
- Communicate with a variety of stakeholders via phone, email and in person
- Respond to basic straightforward queries and refer more complex questions to the appropriate person
- Actively participate in team meetings
- Work collaboratively with the team
- Build working relationships within the team and wider organisation
- Any other related duties as directed, within the skills and scope of the role.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 08/11/2022 **Group Manager** People, Safety & Performance

Date 08/11/2022 **CEO** Office of the CEO

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____