



CADETS, APPRENTICES AND TRAINEES HANDBOOK

PARKES
it all adds up





Acknowledgement of Country

Parkes Shire is the land of the Bogan River people, part of the Wiradjuri nation - the largest Aboriginal territory at the time of European settlement, encompassing the Central West slopes and plains.

Wiradjuri Country extends from Coonabarabran in the north, straddling the Great Dividing Range down to the Murray River and out to western NSW, encompassing around one fifth of NSW. The people of Wiradjuri Country are known as 'people of three rivers', due to the three rivers that border their lands: the Wambool (Macquarie River), Kalari (Lachlan River) and Murrumbidjeri (Murrumbidgee River).

In the spirit of reconciliation, Parkes Shire Council acknowledges the Wiradjuri people as the traditional custodians of the land and pays respect to Elders past, present and future and we extend our respect to all Indigenous Australians in Parkes Shire.

We recognise and respect their cultural heritage, beliefs and continuing connection with the land and rivers. We also recognise the resilience, strength and pride of the Wiradjuri community.



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*SBAT positions are for students in Years 10 to 12 undertaking a formal work experience program as part of their Work Studies unit. SBAT's will usually work one (1) day per week for up to twelve (12) months.

Traineeship positions will be advertised in August/September.

www.parkes.nsw.gov.au

CADETSHIPS, APPRENTICESHIPS & TRAINEESHIPS

Parkes Shire Council offers employment opportunities for school leavers and students to enter the workforce by providing cadetships, apprenticeships and traineeship programs.

These opportunities provide people to gain on-the-job experience and practical knowledge while working towards a nationally accredited qualification.

Parkes Shire Council is a progressive and innovative organisation embracing new ideas with culture of continuous improvement. Council is committed to delivering progress and value to our community through living our corporate values of Community, Innovation, Integrity, Respect and Teamwork. The values guide the work we do, the choices we make and how we interact with each other and the community.

For our employees we provide a positive, safe, creative and fun work environment which embraces new technology with the focus on safety, health, wellbeing and professional development of staff.

This handbook outlines the various roles that may be available.

COUNCIL OFFERS

- 100% of training and study costs paid for by Council
- Dedicated support and mentoring from experienced employees
- Rostered Day Off - Nine (9) day fortnight
- Social Club
- Work Life Balance
- Professional Development
- Health and Wellbeing Initiatives
- Employee Assistance Program
- Leave Entitlements
- Superannuation
- Salary Sacrificing options including superannuation, vehicles, tools, and equipment
- Child Safe Organisation



RECRUITMENT



All our Cadets, Apprentices and Trainee positions will be advertised on the PSC website over August/September. Successful applicants will start work with Council the following February. Vacancies will vary from year to year.

For more information, contact Council's People, Safety & Culture team on (02) 6861 2333 or follow the QR Code to access Council's website for our Vacant Positions.

ABOUT YOU

PSC ARE LOOKING FOR THESE SKILLS AND QUALITIES:

- Motivated and willing to learn
- Reliable, trustworthy and punctual
- Flexible team player with good communication skills
- Proficiency in the use of iPads and Computers
- Ability to problem solve and use self-initiative
- Ability to work in a team environment
- Good communication, organisational and time management skills
- Commitment to continuous improvement

If you have these qualities, please consider our job opportunities available at Parkes Shire Council.

APPRENTICE MECHANIC

PURPOSE OF THE POSITION:

Assist with repairs, modifications and servicing of both fixed and mobile plant and fleet vehicles including Councils heavy registered plant and equipment. Assist with auto electrical and mechanical services in support of the Council's operations both in the field and in the workshop.

QUALIFICATIONS:

- Current and maintained NSW Driver's Licence/or Provisional Licence depending on age
- Minimum Year 10 education
- SafeWork NSW Construction Induction (White Card)
- Willing to gain a Heavy Truck Combination Licence (HC) or Heavy Rigid Licence (HR)

SKILLS & EXPERIENCE:

- Possess basic mechanical knowledge including knowledge of basic tooling
- Have a genuine interest in the heavy vehicle automotive industry

CERTIFICATIONS UPON COMPLETION:

- Certificate III Heavy Vehicle Diesel Mechanics or equivalent
- Heavy Vehicle Inspection Certification (HVIS)
- Authorised Inspection Station Certification
- Obtain HC Licence (desirable)

CAREER PATHWAYS

- Light Vehicle/Heavy Vehicle Mechanic
- Fleet Manager
- Mobile Mechanic



BUSINESS ADMIN TRAINEE

PLANNING & COMMUNITY SERVICES

PURPOSE OF THE POSITION:

This trainee position provides an opportunity to attain a nationally recognised vocational qualification whilst gaining valuable work skills and experience. The trainee will gain experience across Council's Planning Services section while undertaking a Certificate IV in Business Administration. The Planning Services Business Administration Trainee will develop an overall working knowledge of the department. The Trainee will assist the Development/Certificates Coordinator in coordinating Council's development and building certification and approval processes and assist with other departmental administrative and customer service duties where required.

QUALIFICATIONS:

- Higher School Certificate (HSC)
- NSW Provisional or Full Driver's Licence

CERTIFICATIONS UPON COMPLETION:

- Certificate IV in Business Administration

CAREER PATHWAYS

- Administration Supervisor/Coordinator
- Personal Assistant/Receptionist
- Planning Officer
- Development/Certificates Officer



BUSINESS SERVICES TRAINEE

ECONOMIC DEVELOPMENT, TOURISM & EVENTS

PURPOSE OF THE POSITION:

This trainee position provides an opportunity to attain a nationally recognised vocational qualification in Certificate III in Business Services whilst gaining valuable work skills and experience. The trainee will gain experience across a range of Council's business services. However Initially the role will be placed within the Economy and Engagement section.

QUALIFICATIONS

- Police Criminal Check and Working with Children Check
- NSW Provisional or Full Driver's Licence

SKILLS & EXPERIENCE:

- Some work experience in the workforce would be an advantage

CERTIFICATIONS UPON COMPLETION:

- Certificate III in Business Services or Cert IV in Business Administration

CAREER PATHWAYS

- Events Officer
- Economic Development Officer
- Tourism Officer
- Tourism Team Leader



BUSINESS SUPPORT TRAINEE

OPERATIONS

PURPOSE OF THE POSITION:

This trainee position provides an opportunity to attain a nationally recognised vocational qualification whilst gaining valuable work skills and experience. The trainee will gain experience across Council's Operations and Infrastructure Department while undertaking a Certificate IV in Business Administration.

QUALIFICATIONS:

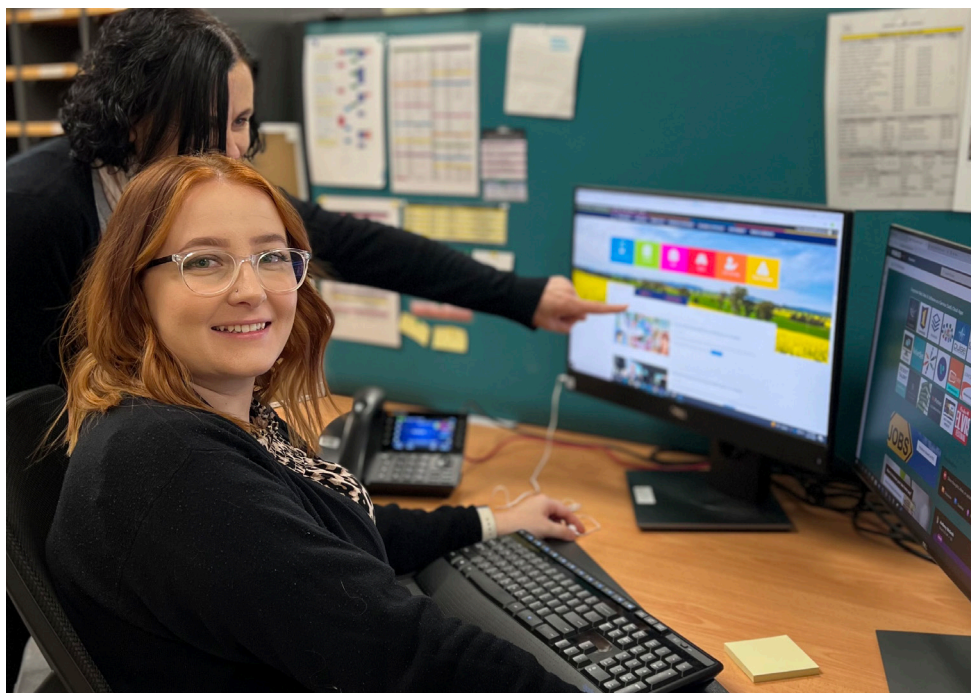
- Higher School Certificate (HSC) OR; sound experience in administration
- NSW Provisional or Full Driver's Licence
- Working with Children Check (WWCC)

CERTIFICATIONS UPON COMPLETION:

- Cert IV in Business Administration

CAREER PATHWAYS

- Administration Supervisor/Coordinator
- Personal Assistant/Receptionist



CADET ENGINEER



PURPOSE OF THE POSITION:

Assist Design Engineer with estimating and contract administration for project delivery in accordance with Council's works program. The role also assists with assessing and addressing traffic impacts on local and regional road networks.

QUALIFICATIONS:

- Completion of HSC to the level where the applicant will be eligible to a suitable university to undertake an engineering degree by distance education.
- Standard Driver's Licence
- SafeWork NSW Construction Induction (White Card)

SKILLS & EXPERIENCE:

- Early entry/commencement of tertiary studies in engineering, surveying or similar would be advantageous
- Experience in the use of GIS and/or AutoCAD software would be advantageous

CERTIFICATIONS UPON COMPLETION:

- Bachelor of Design Engineering

CAREER PATHWAYS

- Civil Engineer
- Project Engineer
- Design Engineer
- Project Manager

CADET TOWN PLANNER



PURPOSE OF THE POSITION:

The Cadet Town Planner will provide support to the Planning and Certification Department, assist in providing planning advice and provide input into Council's development assessment and strategic planning functions. The Cadet Town Planner will gain experience across Council's Planning and Certification Department while undertaking a Bachelor Urban and Regional Planning via distance education.

QUALIFICATIONS

- Higher School Certificate (HSC)
- NSW Provisional or Full Driver's Licence
- SafeWork NSW Construction

Induction (White Card)

- Already enrolled, partially completed or eligible and willing to undertake the Bachelor of Urban and Regional Planning (part time, distance education)

CERTIFICATIONS UPON COMPLETION:

- Bachelor Urban & Regional Planning

CAREER PATHWAYS

- Town Planner
- Planning Officer
- Strategic Planner
- Urban Designer

EARLY CHILDHOOD TRAINEE

CENTRAL WEST CHILDCARE SERVICES

PURPOSE OF THE POSITION:

The Central West Childcare Services (CWCS) Early Childhood Trainee is an active contributor to the children's services team which provides high quality inclusive early childhood education and care to children of all abilities and their families.

QUALIFICATIONS:

- Higher School Certificate (HSC) or equivalent and ability to qualify for entry into a Certificate III in Early Childhood Education and Care or equivalent
- NSW Provisional or Standard Driver's Licence
- Working with Children Check (WWCC)
- National Police History Check
- Completed Covid-19 Immunisation Status - as required by Public Health Act

SKILLS & EXPERIENCE:

- Commitment to Customer Service whilst maintaining a high level of privacy and confidentiality



CERTIFICATIONS UPON COMPLETION:

- First Aid (004) Certificate
- CPR Certificate
- Child Protection Certificate
- Food Handling Certificate
- Certificate III in Early Childhood Education and Care

CAREER PATHWAYS

- Early Childhood Educator
- Preschool assistant
- Nanny/Educator
- Childcare Worker

HEALTH & BUILDING SURVEYOR TRAINEE



PURPOSE OF THIS POSITION:

The Trainee Health and Building Surveyor works closely with the Manager Building Certification and Manager Regulation and Compliance to assist in all facets of the Department relating to Environmental Health, Building Certification, Residential Development Control and Regulatory Services, whilst receiving on the job training and completing various courses to perform the required tasks, including Accreditation through the Building Professional Board.

QUALIFICATIONS:

- NSW Provisional or Full Driver's Licence
- SafeWork NSW Construction Induction (White Card)

CERTIFICATIONS UPON COMPLETION:

- Advanced Diploma of Building Surveying
- Plumbing and Drainage Appreciation
- Public health and Food Premises Training as available

CAREER PATHWAYS

- Building Certifier
- Private Certifier

HORTICULTURE TRAINEE



PURPOSE OF THIS POSITION:

To develop skills and knowledge in general parks and gardens, amenity horticulture, turf culture, arboriculture and landscape construction whilst assisting in the maintenance and construction of Council's parks, gardens, reserves and sporting grounds.

QUALIFICATIONS:

- Current and maintained NSW Driver's Licence
- SafeWork NSW Construction Induction (White Card)

CERTIFICATIONS UPON COMPLETION:

- Certificate III in Horticulture - Parks & Gardens

CAREER PATHWAYS

- Gardener
- Horticulturalist
- Arborist
- Landscaper

HUMAN RESOURCES TRAINEE



PURPOSE OF THIS POSITION:

The position will support the Human Resources team and deliver support across the Human Resource functions including training and organisation development, payroll administration, performance management, recruitment and selection, injury management and other HR advisory functions.

QUALIFICATIONS:

- Drivers Licence
- Working with Children Check
- Police check

SKILLS & EXPERIENCE:

- Commitment to Customer Service whilst maintaining a high level of privacy and confidentiality

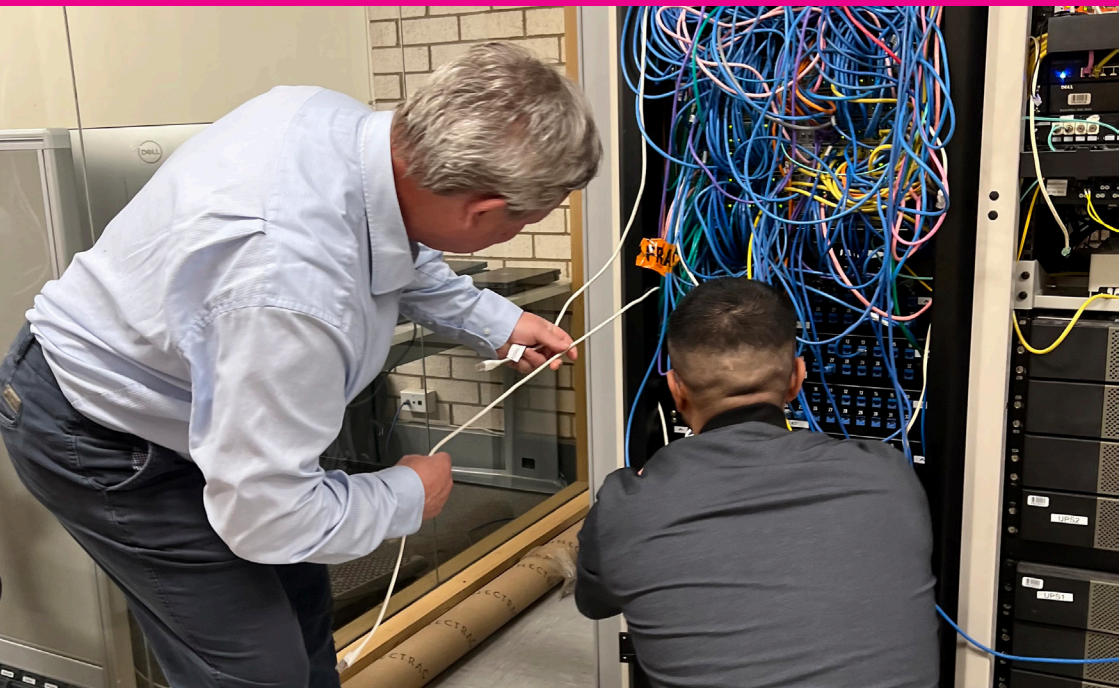
CERTIFICATIONS UPON COMPLETION:

- Certificate IV in Human Resources

CAREER PATHWAYS

- Human Resources Officer
- Payroll Specialist
- Employee Relations Officer
- Training and Development Officer

ICT CADET



PURPOSE OF THE POSITION:

This position provides an opportunity to attain a tertiary qualification whilst gaining valuable work skills and experience. The Cadet will gain experience across Council's Information and Communications Technology Department while undertaking training and study in Information Technology.

QUALIFICATIONS:

- Higher School Certificate (HSC) and entry into a Certificate, Diploma or undergraduate Degree course in the information technology field

- NSW Provisional or Full Driver's Licence
- Police History Check

CERTIFICATIONS UPON COMPLETION:

- Certificate IV, Diploma or Undergraduate of Information Technology

CAREER PATHWAYS

- Data/Business Analyst
- Computer Service Technician
- Cyber Security Specialist
- Database Administrator

RANGER TRAINEE



PURPOSE OF THE POSITION:

The Trainee Ranger works closely with the Senior Ranger and Ranger/parking Officer in undertaking the regulatory and compliance functions of the Department. The Trainee will perform a range of tasks whilst receiving on-the-job training and completing structured study over a two-year period.

QUALIFICATIONS:

- Current and maintained NSW Driver's Licence

SKILLS & EXPERIENCE:

- Interest and/or experience working with small and large animals

CERTIFICATIONS UPON COMPLETION:

- Certificate IV in Local Government (Regulatory Services)

CAREER PATHWAYS

- Park Ranger
- Senior Ranger
- Environmental Officers

WATER SERVICES TRAINEE



PURPOSE OF THE POSITION:

Assist in all areas of Council's Water, Sewer and Drainage Operations, which will include operating, maintaining and repairing Council's water supply, waste water and sewer systems.

QUALIFICATIONS:

- Higher School Certificate (HSC)
- SafeWork NSW Construction Induction (White Card)
- NSW Provisional or Full Driver's Licence

CERTIFICATIONS UPON COMPLETION:

- Certificate III Water Operations

CAREER PATHWAYS

- Civil Construction Worker
- Water/Wastewater Treatment Plant Operator
- Water/Wastewater Network Operator
- Water Technician

CIVIL CONSTRUCTION (SBAT)*

*SCHOOL BASED APPRENTICE TRAINEE

PURPOSE OF THE POSITION:

This trainee position provides an opportunity to attain a nationally recognised vocational qualification whilst gaining valuable work skills and experience. The trainee will gain experience across Council's Operations Department while undertaking a Certificate II in Civil Construction.

QUALIFICATIONS:

- Undertaking Year 11 at High School
- NSW Provisional or Full Driver's Licence

CERTIFICATIONS UPON COMPLETION:

- Certificate II in Civil Construction

CAREER PATHWAYS

- Civil Construction worker
- Concrete Labourer
- Civil Construction Site Supervisor
- Plant (Machinery) Operator
- Traffic Control worker



SUCCESS STORIES

BEN HOWARD

Commenced as Engineering Cadet in 1998

Ben completed his traineeship at Bathurst Regional Council. He has since worked as a Design Engineer at Blayney Council, a Consulting Engineer at Stirling City Council in Scotland, before commencing as Manager of Works here at PSC in 2008. Since then, Ben has progressed up to Director Operations in the Works & Services Department. His portfolio covers the areas of roads, parks and gardens, sporting fields, design, assets, swimming pools, airports, fleet management, stores, and emergency management.



CHARLENE KADEN

Commenced as Business Admin Trainee in 1998

Charlene completed her traineeship and then transitioned and upskilled across the various functions throughout the Planning & Environment Department and across the organisation. She was the Development/Certificates Coordinator before taking on the CIS Project Officer role. Charlene then carried out a secondment as the Capability Support Officer and is now part of the People, Safety & Culture Team as the Education, Capability and Wellbeing Lead.



BLAKE THOMPSON

Commenced as Ranger Trainee in 2017

Blake completed his traineeship and took up a secondment role as a Water Civil Construction Assistant. He then gained a full time position as a Water Treatment Plant Assistant. Blake has become an important team player in the Water Department.



LUKE NASH

Commenced as Accounts Payable Trainee in 2011

Luke completed his traineeship and then moved to the Finance Cadet role. He was then appointed the Management Accountant (was in the role for 7 years) and during this time Luke completed his Bachelor of Accounting via distance through CSU which was fully supported and funded by Council. On completion of his degree Luke was promoted to the Financial Accountant.

