



# Business Administration Trainee

## POSITION DESCRIPTION

<b>Position Number:</b>	3675
<b>Portfolio:</b>	Communities
<b>Business Unit:</b>	
<b>Team:</b>	
<b>Position Status:</b>	Temporary - Full Time (12 months)
<b>Classification:</b>	Order Apprentices and Trainees Wages and Conditions
<b>Reports To:</b>	Executive Officer
<b>Revised:</b>	April 2024

### General Position Statement:

This position supports Council's direction by undertaking a Business Administration Traineeship with the commitment to providing administration assistance in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and members of the community.

### Specific Responsibilities:

This position has the following responsibilities:

1. Actively engage in training and development in the workplace by seeking and receiving advice from co-workers, on-the-job training, completing course modules, participating in formal training sessions, and meeting the requirements of the Training Plan.
2. Assist in the provision of administrative support to the Business Unit including filing, mail distribution, data entry, basic word processing, telephone answering, and other required tasks.
3. Undertake routine activities of a clerical and/or support nature.
4. Assist in the provision of routine information including general reception duties.
5. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
6. Refer matters which may impact upon the business, Council, and employees to the relevant Supervisor or Manager.
7. Undertake other relevant duties as directed, consistent with skills, competence, and training.

### Position Requirements:

#### Skills/Competencies

1. Studying towards a Certificate III in Business.
2. Basic numeracy, keyboard, written, and verbal communication skills.
3. Developing knowledge of work practices and policies relevant to the section/unit.



4. Basic planning and organisational skills.
5. Ability to work within a team environment.
6. Sound numeracy, written, and verbal communication skills.
7. Sound level of interpersonal skills relevant to the position and strongly focused on the provision of quality customer services.
8. Ability to accurately complete/follow instructions and prioritise tasks.
9. Ability to use Microsoft Office Suite and learn to operate Council's computer systems including finance, records management and customer requests.

### **Mandatory Qualifications, Licences and Experience**

1. Sound level of literacy and numeracy.

### **Desirable Qualifications, Licences and Experience**

1. Possess and maintain a current motor vehicle driver licence.

### **Actions**

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

### **Physical Requirements**

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

### **Delegations and Authorisations:**

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library system.

### **Acknowledgement:**

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as





a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	General Manager Communities
<b>Signature:</b>	
<b>Date:</b>	
<b>Present Incumbent:</b>	
<b>Signature:</b>	
<b>Date:</b>	





## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.