

ISAAC EVENTS CENTRE TRAINEE POSITION DESCRIPTION

Position Title	Isaac Events Centre Trainee
Directorate	Community Services
Department	Civic Venues
Position No.	67,635.00
Classification	Percentage of Level Classification
Awards Stream	Apprentices and Trainee's Wages and Conditions (Excluding Certain Queensland Government Entities) 2003
Reports To	Centre Operations Leader - Moranbah
Last Review Date	November 2025

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Community Services Directorate is accountable for planning and delivering the majority of Council's customer-facing and frontline services. It also plans and delivers sustainable futures for Isaac's many communities as well as ensuring safe and liveable communities through its several regulatory functions. It integrates with other Directorates across Council to realise the Isaac Vision through a range of corporate, operational and business plans.

POSITION SUMMARY:

The Civic Venues Department is responsible for maximising the value, accessibility and community benefit of Council's 18 community halls and centres across the Isaac Region. This includes overseeing their operational performance, ensuring they meet the evolving needs of local communities and supporting their use by a diverse range of groups - from community organisations to commercial hirers.

The department plays a key role in maintaining facility standards, enabling inclusive programming and developing long-term strategies to ensure these assets remain sustainable, well-utilised and aligned with Council's broader community development goals.

The Isaac Events Centre Trainee position provides general clerical and administrative support within the Civic Venues team.

DUTIES:

1. Providing efficient and effective administrative, clerical and financial support within the department.
2. Providing customer service support, including answering phones and providing face-to-face assistance as required.
3. Providing record-keeping support including registering of internal and external correspondence into Council's information management system.
4. Assist in coordinating meetings, workshops and seminars and catering arrangements as required.
5. Undertaking data entry tasks.
6. Undertaking photocopying and preparation of documents.
7. Operating office equipment including photocopiers, computers, facsimile machines and printers.
8. Completing filing and archiving tasks.
9. Attending and participating in all classes at an approved TAFE college as required in accordance with TAFE policies and regulations.
10. Attending and completing relevant on-the-job training as required.
11. Completing a Certificate in Administration in partnership with Council's approved apprenticeship and/or training provider.
12. Undertaking any other duties as reasonably directed within the limits of the employee's skills, competence and training.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Strong customer and community focused ethos.
2. Strong written and verbal communication skills.
3. Strong face-to-face engagement capacity.
4. Experience and knowledge of Microsoft Office Suite is essential.

Experience

1. Previous experience or awareness of administration would be highly regarded.
2. A genuine interest in business administration is essential.

Qualifications

Mandatory – this role requires the possession of:

1. Minimum completion of at least Year 10 school certificate.
2. Valid Driver Licence.
3. Ability to pass a pre-employment functional assessment and/or behavioural testing.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		