GO702 Administration Trainee

PD Version – April 2025 Next Review – April 2027

Mission "By 2030 Cabonne Council will be ADAPTIVE, RESLIENT & PERFORMING organisation to maximise opportunities and to overcome the challenges faced by Council and our community."

Values SAFETY RESPECT PRIDE TEAMWORK Our COMMUNITY

Cabonne Council is a Child Safe Organisation that is dedicated to respecting children and young people. We prioritise their voices and views and we are committed to taking proactive measures to always keep children safe.

Position Details

POSITION NO(s):	**GO702**
DIVISION:	**Operations**
DEPARTMENT:	**Governance**
UNIT:	**Operations Administration**
TEAM:	**Operations Administration**
POSITION LOCATION:	**Cudal**
EMPLOYMENT TYPE:	**Temporary – 35 hrs/wk**
SALARY SYSTEM GRADING:	**Trainee**
REPORTING TO:	**Executive Assistant to Deputy General Manager Operations**
NO. OF DIRECT REPORTS:	**0**
NO. OF INDIRECT REPORTS:	**0**
WORK FROM HOME:	**This position is not suited to WFH arrangements.**

Purpose of the Position

To provide accurate and timely advice and support to the Transport and Urban Operations departments in relation to administrative functions whilst completing a Certificate III in Business Administration. This position is for 12 months, with no guarantee of a permanent position after this time.

Key Duties & Accountabilities

Administrative and Secretarial Support

- Provide admin support to all sections of Engineering including weekly meetings, research and preparation of correspondence.
- Admin functions associated with orders and invoices.
- Ensure customer service requests are followed through and the actions and outcomes are adequately documented with electronic notes within Council's records system.
- Successfully undertake a Certificate III in Business Administration.

Work Health & Safety

- Comply with Council's WHS Policy and procedures including applicable SWMSs, SOPs, project/event safety management plans.

Code of Conduct and Ethical Behaviour

- Council staff must comply with all provisions made within Council's Code of conduct.
- You must not conduct yourself in a manner that:
    - Is likely to bring council or other council officials into disrepute.
    - Is contrary to statutory requirements or the council's administrative requirements or policies.
    - Is improper unethical.
    - Is an abuse of power.
    - Causes, comprises or involves intimidating or verbal abuse.
    - Constitutes harassment or bullying behaviour under this code or is unlawfully discriminatory.

You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions.

Qualifications and Experience

Qualifications:

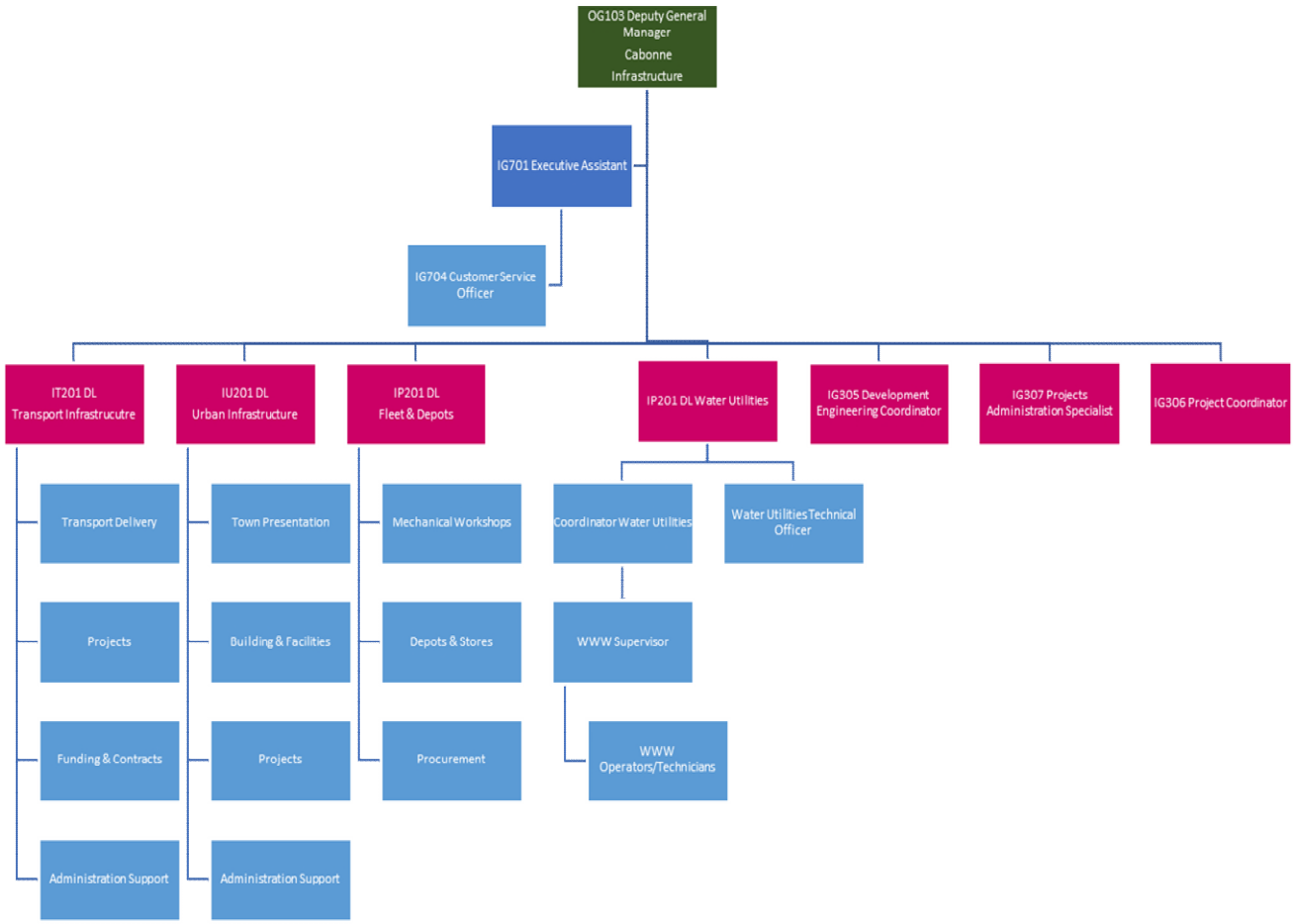
Essential

- Class C driver's licence.
- Criminal History Check

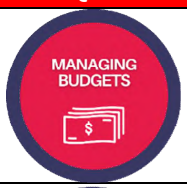
Skills & Experience:

- Previous experience in customer service and administration desirable but not essential.
- Ability to project & promote a positive image of Council.
- Well-developed written and verbal communication skills with the ability to resolve conflict.
- Ability to multi-task with phone calls while processing and managing your workload.
- Ability to work as part of a team.

Organisational Team



Cabonne Capability Framework

HIGH QUALITY SERVICE AND ASSET DELIVERY	
	• We are responsible financial custodians of public funds. • We adhere to good governance, financial management processes and systems. • We exercise our fiduciary duties and ensure budgets are managed sustainably with due regard for our long-term Financial Planning and Strategic Asset Management Plans.
	• We proactively identify threats and opportunities impacting on our objectives. • We actively manage these positive and negative risks to be at acceptable levels within our resources to achieve optimum outcomes for Council. • We ensure our risk-based decisions are appropriately recorded and are understood. • Risks to our people's safety is our priority we will reduce these risks as low as is reasonably practicable to ensure they are safe at work.
	• We ensure council services are delivered in a timely manner with quality to meet the needs and expectations of our communities and stakeholders. • We manage our assets efficiently to ensure they are fit for purpose and sustainable for our communities into the future.
	• We manage our projects through diligent project management processes and systems to ensure they are on time, on budget and delivery quality outcomes for key stakeholders.
ADAPTING, INNOVATING AND IMPROVING THE WAY WE WORK	
	• We drive a culture of continuous improvement that encourages innovation, maximises value and eradicates waste. • We look to solve problems and make daily improvements. • We foster curiosity and questioning on the status quo to identify and maximise • opportunities.
DEVELOPING AND VALUING OUR PEOPLE	
	We provide leadership through valuing and respecting our people by: • Making the best use of their abilities. • Ensuring they are well informed of issues and changes that affect them. • Recognising effort and giving credit where credit is due. • Being honest and constructive in guidance and feedback given around their performance and behaviours. • Ensuring our workplace culture contributes to the overall wellbeing of our people.
	• As Council employees we display initiative and resilience, modelling appropriate behaviour, valuing safety, respect for others, and a willingness to continue developing and learning.
ENGAGING AND BUILDING RELATIONSHIPS WITH OUR KEY STAKEHOLDERS	
	• We expect quality customer service with a commitment to timely responsiveness to our community and stakeholders, so they are aware of our actions and decisions as soon as practicable. • We take time to ensure our communication methods are clear and appropriate to their audience to minimise misunderstandings and confusion. • We seek to actively engage and work collaboratively with our community on projects, problems and issues that affect them.