

University Student – People & Capability

Position Description

Group	City Operations	Department	People & Capability
Reports To	Principal Organisational Development Partner	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 1

Position Purpose

This position will provide an opportunity to work within Council's People & Capability department to gain practical experience relevant to university studies. This role will include assistance in research and development projects relevant to the work areas and academic studies, that contribute to organisational outcomes and personal professional development.

Key Responsibilities and Outcomes

As a University Student and member of the People & Capability department you will:

- Observe and support the team in research and development projects to gain an understanding of professional practices and decision-making processes.
- Apply academic theories and concepts to real-world projects and initiatives, providing insights gained through university studies to enhance Council's procedures and service delivery.
- Assist in the preparation and organisation of documentation including, stakeholder correspondence, briefing and presentation materials and reports.
- Display professionalism in all interactions with stakeholders, building positive relationships and maintaining confidentiality.
- Contribute to a positive team environment enabling a high performance, culture, focussed on continuous improvement, learning, and delivering positive community outcomes.
- Work under close direction and undertake activities of a support nature which require practical application of basic skills and routines.

Our Values				
Our values: guiding how we work and shaping our future.				
	SEE THE PERSON. SEE THE CITY.	OWN THE SOLUTION. FOR TODAY AND TOMORROW.	FALL, LEARN, RISE. TOGETHER WE GROW.	THINK BIGGER. LET'S GO.

Decision Making	
Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
• Developing theoretical knowledge of relevant discipline practice. • Experience providing administrative support and assistance, including the preparation of high-quality correspondence and documentation. • Proficient computing skills. • Well-developed interpersonal and communication skills (both oral and written) to enable effective communication with Council's stakeholders and team members. • Demonstrated strong research skills to drive independent gathering, interpretation and application of information. • Ability to work both independently and as part of a team, including planning and prioritisation of work.

Qualifications
• Currently enrolled in a field of study relevant to People and Capability. • Current "C" Class Driver's Licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.