

Position Description: **Trainee – Business Administration**

POSITION DETAILS

Position grade	Trainee salary scale		
Position type	Term contract, full-time		
Reports to	Supervisor Administration		
Department	Environment and Planning		
Job function group	Corporate Support		
Staff reporting responsibilities	Nil	Budget responsibility	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Trainee Business Administration will provide generalist support and administrative assistance to the broader Engineering and Building team and Council.

QUALIFICATIONS AND EXPERIENCE

Essential

- Completed Higher School Certificate and/or demonstrated experience enabling the completion of tertiary study
- Demonstrated ability to deal in a positive and courteous manner with the public and other workers
- Good verbal and written communication skills
- Possess administrative and organisational skills, including attention to detail, ability to maintain accurate records and skills in Microsoft Office
- Ability to work as part of a team with good interpersonal skills.

Desirable

- Demonstrated knowledge of the Local Government environment.

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification

DUTIES AND RESPONSIBILITIES

Reporting to the Supervisor Administration within the Environment and Planning directorate, the Trainee Business Administration is responsible for undertaking the following duties:

- Provide a broad range of administrative support to the Engineering and Building team and Council
- Use business enterprise software such as Microsoft Office and TechOne
- Create and use spreadsheets, Council documents and other material
- Provide outstanding customer service to internal and external stakeholders
- Assist in the work, health and safety process
- Carry out all duties in accordance with all relevant legislative, industrial and Council policy requirements and standards and procedures including the areas of EEO, Code of Conduct, all staffing policies
- Maintain a high standard of work quality, safety and environmental protection in all works under your control
- Act in a manner consistent with the values of Cumberland Council and demonstrate integrity, inspiring trust, avoiding conflicts of interest and promoting high standards in all work
- Undertake other duties as required.

YOUR CORPORATE ACCOUNTABILITES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.



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to succeed



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- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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