

Business Administration Trainee – People and Culture

Targeted for a person with disability

Term Contract: 2 Years

Salary: from \$998.42 per week plus superannuation

Qualification: Certificate IV in Business Administration

Commencing: 1 February 2027

About the opportunity

Join our People and Culture team and gain hands on experience supporting more than 1,800 employees across Council. As a Business Administration Trainee, you'll learn how People and Culture supports employees throughout their employment journey while developing valuable administration, customer service and HR skills in a professional workplace.

What You'll Learn

- How the People & Culture team helps employees during their time at work
- How to communicate clearly and provide good customer service
- How to use HR systems and other workplace technology
- Business administration and office support skills

What You'll Be Doing

- Answer employee questions through the People & Culture phone and email service.
- Provide support and information to employees who contact the team.
- Deliver friendly, respectful, and professional customer service.
- Keep records up to date, prepare documents, and help with People & Culture projects.
- Work with experienced team members to provide high-quality support to employees.
- How to balance work and study, working 35 hours per week, including time to attend and complete your course.

Applications close 11.59pm Sunday 23 August 2026.

Interested?

Contact Lisa-Marie Ryan, Change & People Readiness Specialist, on (02) 4227 7252 for questions related to the job or attend a session below which will cover what is involved in the program, expectations, tips on how to apply for the roles and the opportunity to meet your potential supervisor. Please come along and meet our team.

Session 1 (Online)	Session 2 (Face to Face)
When: Tuesday 11 August 2026, 5:30 – 6:30pm	When: Wednesday 19 August 2026, 5:30 – 6:30 pm
Location: Online Register here	Location: Wollongong Youth Services 85 Burelli St, Wollongong NSW 2500 Register here

Selection Criteria

Wollongong City Council uses a merit-based recruitment process.

To support the panel in assessing your suitability, please respond to the criterion in detail. Your responses should clearly demonstrate how you meet each requirement, using specific examples that highlight your relevant skills, experience, knowledge, and attributes.

Please ensure your answers are authentic and reflect your own experiences. Responses generated by AI or copied from generic sources are discouraged, as they do not provide the depth or relevance needed for effective assessment.

We also encourage you to reflect on how your approach and values align with Wollongong City Council's core values: Respect, Integrity, One Team, Sustainability, and Courage.

The more detail you provide, the better equipped the panel will be to understand your capabilities and alignment with the role and our organisation.



This position is targeted for a person living with a disability. This opportunity aligns to Council's commitment to providing meaningful employment opportunities in our Disability Inclusion Action Plan. Council holds an exemption under Section 126 of Anti-Discrimination Act 1977 (NSW)

1. Why are you interested in completing a Business Administration Traineeship in People and Culture?
2. Tell us about a time you provided help or support to another person, customer, team member, classmate, or community group. What did you do and what was the outcome?
3. This role involves answering employee enquiries, learning new systems and completing administrative tasks. Tell us about your experience using computers, technology or learning something new.
4. This opportunity combines on the job learning with formal study. Tell us about a time you balanced competing commitments such as school, work, sport, family or other activities. How did you manage your time and responsibilities?

Note: Shortlisted applicants will be required to participate in an interview or assessment centre on Thursday 3 September 2026. Please note these is the only date available for the assessment.

For questions related to submitting your application online, our recruitment process or you require adjustments in the recruitment process, please contact the Talent Acquisition Team on (02) 4227 7065.

We are looking for someone who:

- Completed Year 10 ROSA or equivalent combination of study/work/life experience.
- Is eligible for enrolment in 2027 in a Certificate IV in Business Administration
- Has not previously completed or currently studying a Certificate III or higher in this field and has no more than 6 months experience in a similar role.
- Can maintain confidentiality and exercise sound judgement when handling sensitive information.
- Is reliable, self-motivated, and takes ownership of their learning and development.
- Has the appropriate language, literacy, numeracy and digital literacy skills to manage the educational and professional requirements of the apprenticeship.
- Works well in a team, has strong attention to detail, and can manage administrative tasks accurately.
- Can seek and accept constructive feedback from others.
- Has a commitment to understanding Work Health and Safety principles.

Learn more about our learning pathways program and the benefits of working at council [HERE](#)

Our learning pathways program provides you with:

- Learning about local government and how we contribute to our community.
- Exciting and meaningful work that has a real impact.
- Regular mentoring with your supervisor to help develop your professional skills.
- A tailored professional development plan to help you succeed and be your best.
- Valuable skills, knowledge and experience.
- Enrolment fees paid by Council.
- Paid time release to attend classes or undertake distance education required for your study.
- Completion of an industry recognised qualification.
- A fun, friendly and supportive work environment!



2025 Winner
AHRI Awards:
Best Employee
Experience
Strategy



2025 Highly Commended
NSW Local Government
Excellence Awards:
Organisational Diversity
& Inclusion



**Veterans
Employment
Program**



Committed
to Carer
Inclusivity

Why you'll love working here

We're values based, and purpose-led

We care about our community and aim to create an extraordinary Wollongong. This is achieved by working toward the goals in the Our Wollongong Our Future Community Strategic Plan 2035. Our work is guided by our values of Courage, Integrity, Respect, Sustainable and One Team.

Make a difference in your community

You'll be part of a team that makes a positive impact through the services they provide, the infrastructure they build and the community they create.

Be your authentic self

Our strength is the diversity of our people. Council is an inclusive workplace where everyone is welcome, valued and belongs.

Grow capability and opportunity

We'll invest in you to develop the next generation of leaders who'll deliver services, projects and infrastructure that can only be found in large complex organisations.

Create local and industry connections

As part of a large and complex Council in a major city, you'll establish networks with a range of Local Government Industry peers, bodies, associations and organisations.

Career growth and recognition

Reward and recognition, corporate learning opportunities, study assistance, and leadership development programs to help you grow and succeed.



Next Steps

How to apply

Click apply and submit your up-to-date resume and answer the selection criteria questions. Your application will be assessed following the conclusion of the advertising period.

We will keep you informed during the recruitment process to:

- Advise you of your progress through each stage;
- Explain assessments that you need to complete;
- Notify you of the outcome of your application by email or phone, and
- Provide you with feedback on your request.

For questions related to submitting your application online, our recruitment process or you require adjustments in the recruitment process, please contact the Talent Acquisition Team on (02) 4227 7065.

More information

We encourage applications from everyone regardless of gender, age, ethnicity, cultural background, faith, disability or gender identity. People with disability are encouraged to reach out so they can be supported to access adjustments in recruitment processes and in the workplace, to enable them to demonstrate their skills and capabilities to meet the requirements of the job.

Wollongong Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people in the community.

Suitable candidates may be placed on an eligibility list for future opportunities in the team, which may include full time, part time, temporary and or casual.

Suitable candidates are subject to employment screening which includes reference checks, Identity and Medical History Checks, and may also include a Nationally Coordinated Criminal History Check and Working with Children Check. Employment is subject to clearance of all these checks.

