

TRAINEE WELLBEING AND RESILIENCE OFFICER POSITION DESCRIPTION

Position Title	Trainee Wellbeing and Resilience Officer
Directorate	Corporate Services
Department	Safety and Resilience
Position No.	47,010.00
Classification	Percentage (%) of Level Classification
Awards Stream	Order – Apprentices and Trainee's Wages and Conditions (Excluding Certain Queensland Government Entities) 2003
Reports To	Senior Wellbeing and Resilience Partner
Last Review Date	April 2026

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 Safety & Resilience Department ensures an integrated approach to internal organisational services across the organisation. The Safety & Resilience Department is responsible for the promotion and achievement of Health, Safety and Wellbeing functions including operations of Council. As well as the support operations for Disaster management activities within the community.

POSITION SUMMARY:

The Trainee Wellbeing and Resilience Officer, reports to and works collaboratively with the Senior Wellbeing and Resilience Partner to support key stakeholders on workers compensation, rehabilitation and wellbeing programs and initiatives across Isaac Regional Council. The Trainee Wellbeing and Resilience Officer is responsible for administrative activities which supports the Wellbeing and Resilience team and the broader Safety and Resilience department.

DUTIES:

Position Accountabilities and Performance Objectives

In conjunction with study, the Trainee Wellbeing and Resilience Officer will be responsible for:

1. Complete end of month reporting.
2. Provide general administrative support to the Wellbeing and Resilience team under supervision.
3. Assist with maintaining electronic filing systems, task registers and accurate records.
4. Support administration of the Lucidity system and Safety intranet (SPARK).
5. Update Wellbeing documents as required.
6. General administrative support to the Wellbeing and Resilience Partner and the Safety and Resilience Manager, as required.
7. Contribute to the facilitation of positive outcomes by providing high level customer service, fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally;
8. Complete training requirements as identified by the chosen RTO and in accordance with relevant policies and regulations.
9. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote Council's values;
10. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
11. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Sound level literacy and numeracy skills, applicants may be required to undertake pre-employment literacy and numeracy tests.
2. Basic numeracy, keyboard, telephone technique, written and verbal communication skills.
3. Understanding of basic computing concepts.
4. Demonstrated strong work ethic and reliability.
5. Ability to work in multi-disciplinary teams.
6. An understanding Workplace Health and Safety highly regarded.
7. Applicants may be required to undertake a pre-employment physical assessment.

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. C Class Queensland Drivers Licence.
2. Minimum completion of at least Year 10 school certificate.

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		