

POSITION TITLE	Trainee Business Administration
DEPARTMENT	Office of the CEO
GROUP	Executive Support
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Junior Wages if under 21 LGOA Level 1/1 if over 21
REPORTS TO	Senior Executive Support Officer

Department Summary

The Office of the CEO is responsible for providing the strategic leadership of Council by working with the Mayor, elected Councillors and the Executive Management Team (EMT) to establish, implement and oversee the long-term goals, strategies, plans and policies of Council.

Department business units include:

- Executive & Councillor Support
- Media & Events
- Tourism & Economic Development

Position Summary

The primary focus of the Trainee Business Administration is to complete a Certificate III in Business Administration over a 12-month period while undertaking a range of related activities required for the completion of the traineeship. The position will support the day-to-day operations of the Executive Support group while acquiring a range of skills and experience in a variety of business administration functions, under the support and direction of the Senior Executive Support Officer.

Key Responsibilities

- Undertake all training requirements to obtain Certificate III in Business Administration within timeframes
- Complete all units of competency in line with RTO requirements and to required standards
- Ensure all records required for the completion of the traineeship are kept accurately and within required timeframes
- Complete general administrative duties within the scope of the traineeship satisfactorily which may include answering phone calls, responding to customer enquiries, data and records management, preparing written correspondence and reports, ordering of stationery, filing and shredding of documents
- Follow instructions and complete tasks as directed by the Senior Executive Support Officer and other supervising staff
- Other reasonable duties within the scope of skills, competence and ability as directed from time to time

Skills and Knowledge

- Commitment to undertake and complete formal training, studies and tasks required to complete Certificate III in Business Administration within nominated timeframe
- Ability and willingness to acquire and develop new skills and knowledge

- Sound verbal communication skills and the ability to follow instructions, liaise with others and work as part of a team
- Sound written, numerical and digital literacy skills with some experience utilising Microsoft Office and administration systems such as telephones and printers
- Ability to accurately process information including data entry
- Commitment to providing excellent customer service

Qualifications and Experience

Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Genuine interest in and commitment to completing Certificate III in Business Administration

Desirable

- Previous work experience or study in an administrative or business field

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN - and comply with the WHS Responsibility Statement relevant to their position - see Schedule S2 attached.

Employees may be required, at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide relevant training.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council's WHS Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox, team talks or specific training organised by Council.
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by a Council officer
13. Report any safety concerns to your supervisor
14. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position

I have read and understand the above Position Description and WHS Responsibility Statement (S3)			
INCUMBENT NAME		SIGNATURE	
SUPERVISOR NAME		SIGNATURE	

Last Review Date: 24 April 2024