

POSITION TITLE:	Trainee (School Based)
DIVISION:	Dependant on traineeship undertaken
SECTION:	Dependant on traineeship undertaken
GRADE:	Traineeship Structure
DELEGATIONS:	Nil
POSITION FTE HOURS:	38

PRIMARY PURPOSE

This is an entry level position that provides the opportunity to learn and develop skills and experience in a relevant area. This is achieved through completion of on-the-job training and the prescribed course of study. The role will assist in a range of tasks under direct supervision within the allocated section.

SELECTION CRITERIA

Qualifications/ Licences	<ul style="list-style-type: none"> • Current school student who is eligible to enrol in a School Based Trainee. • Commitment and ability to complete prescribed Certificate II or III course of study with a minimum 100 days' work over the two year period.
Skills and Experience	<ul style="list-style-type: none"> • Motivation to undertake School Based Traineeship with Council • Ability and willingness to undertake on the job and in house training • Basic computer literacy skills in the use of a variety of computer software packages • Ability to be reliable, punctual, trustworthy and well organised • Reliable and punctual • Demonstrated ability to work well in a team environment and have good communication skills • Demonstrated ability to model Council's key values and desired behaviours

KEY ACCOUNTABILITIES/DUTIES

- Undertake study on a regular basis and achieve satisfactory results in accordance with a formal training plan
- Undertake on-the-job training in order to learn, apply and demonstrate the competencies required.
- Follow directions from the Supervisor to undertake allocated tasks
- Assist staff with a range of section tasks including administration
- Comply with Council's Code of Conduct, policies and procedures values and behaviours, and work health and safety responsibilities, as amended from time to time.

CORPORATE VALUES

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

WORK HEALTH AND SAFETY RESPONSIBILITIES

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable

- Provide a safe workplace, with ultimate responsibility for ensuring due diligence and compliance under Work Health and Safety including WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

GENERAL

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

NAME OF EMPLOYEE	
SIGNATURE	
DATE	