



Information Package

for the position of

Administration Trainee

Corporate Services Directorate

**Applications for this position must be received by
4:30PM on Tuesday 11th May 2021**

**Expected Commencement Date;
Monday 14th June 2021**



ADMINISTRATION TRAINEE

The Shire of Cuballing is looking for an enthusiastic, energetic and self-motivated person to take on the role of Administration Trainee as part of our small office.

The successful applicant will work under the direction of the Deputy CEO and complete both on the job training and attending studies off site. Duties will include customer reception, exposure to accounting and record keeping duties and assisting in delivering community events.

The position is offered as a 12 month contract under the conditions of the Local Government Industry Award 2010.

Further information is available on www.cuballing.wa.gov.au or by contacting Nicole at enquiries@cuballing.wa.gov.au or phone 08 9883 6031.

For a confidential discussion about the position, please call Deputy CEO Bronwyn Dew at the Shire Office or 0498 836 868. All enquiries and applications will be treated with utmost confidentiality.

Applications close with the undersigned by Tuesday 11th May 2021.

Expected commencement date 14th June 2021.

Gary Sherry
Chief Executive Officer
PO Box 13
CUBALLING WA 6311

Information for Applicants

Thank you for your interest in the advertised vacancy.

This documentation provides information to assist you in preparing your written application and to plan for the selection interview. Also enclosed is a Job Description Form.

Selection involves a written application, an interview and reference checks. Shortlisted applicants will also undergo a medical examination. A national (Federal) police clearance certificate is also required.

The essential selection requirements (Selection Criteria) are described in the Position Description Form and please apply only if you meet the essential requirements for the position.

Please ensure the Shire of Cuballing receives your application by the closing date in the advertisement. Late applications will not be accepted unless prior arrangements have been made with the Chief Executive Officer.

Your application should comprise of the following documents.

1. **Covering Letter**

A summary of your background and suitability for the position should be addressed in the covering letter, without over emphasising or going into too much detail.

2. **Resume (Curriculum Vitae)**

A Resume/Curriculum Vitae should comprise at least:

- a. A summary of your employment history starting with the most recent position. Please include dates, name of employer, position title and give brief details of the tasks that were required in each position.
- b. Include any relevant training courses you have attended in the last 2 to 3 years.
- c. A photocopy of any relevant qualifications.
- d. Any activities you have undertaken outside of work which are relevant to the position you are applying for.

3. **Referees**

- a. Provide the names and contact details of two referees.
- b. Describe nature of your relationship with referee.
- c. Referees should be contacted for approval before nominating them.
- d. It is preferable that one of your referees is your current or most recent supervisor. (This is optional)

4. Preparing for the Interview

All interview questions will be work related - that is they will relate to the selection criteria for the position you have applied for.

The same questions will be asked for every interviewee.

To prepare yourself for the interview questions consider the following:

- Re-read the Position Description Form and the Selection Criteria.
- Focus on the Selection Criteria and think of examples of situations where you applied the relevant skills and abilities.
- Focus on the duties of the position and think about how you would carry them out. Think about any problem you might encounter and how you would resolve them.
- If you have any relevant reports or other work you have done which will provide examples of your skills and abilities, you should organise examples for presentation at the interview.

5. The Interview

The following points are recommended:

- Don't assume that panel members know your suitability for the job even though you may have worked with them or have previous experience in the position you have applied for.
- Answer questions fully without unnecessary details.
- Where possible, relate your answers to direct experiences you have had.
- Feel free to ask questions to the panel.



POSITION DESCRIPTION

Administration Trainee

Division:	Chief Executive Officer:	Direct Supervisor:	Employment Status	Award Level:
Administration	Gary Sherry	DCEO	Full Time – 12 Month Contract	As per LGIA 2010

Purpose:

The Administration Trainee will develop the skills and knowledge in Local Government and possess the ability to provide efficient, timely and quality customer service, financial information and administration support to the Corporate and Community Services team. The Administration Trainee will work from the front counter, carrying out reception duties, handling facility bookings, event management assistance, cash handling and receipting, customer enquiries and Department of Transport licensing.

As this position is a link between daily customers and the Shire of Cuballing, the Administration Trainee will provide a positive, professional and friendly nature. As a member of the Administration team the Administration Trainee will contribute to the successful delivery of outstanding customer service to the community and visitors of the Shire of Cuballing. This position may also be assigned projects by senior staff as resources and time permit.

Key Duties/ Responsibilities

Customer Service

- Perform licensing on behalf of Department of Transport
- Provide accurate, timely and appropriate advice and assistance to customers in all aspects of Council operations
- Respond to incoming phone and over the counter enquiries and provide accurate, timely and appropriate assistance to customers in a professional, friendly and courteous manner
- Undertake general administrative tasks
- Records and information management, ensuring key information is recorded in the Council records management system
- Understand, refer to and abide by Councils policies, procedures and work practices
- Basic record keeping of Shire documents and banking processes
- Provide assistance to other team members as required
- Daily use of computer applications including Microsoft Word and Excel, internet browsers and email software.
- Other projects as identified

Occupation Health and Safety

- Comply with the Shire's Risk Management Policy Procedures
- Conform with the duty of care requirements, ensuring their own safety and that of others, through the prevention of any adverse acts or omissions.
- Comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives
- Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees
- Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives

Training and Qualifications

The successful applicant will be expected to successfully complete Department of Transport training in Perth from Monday 21st – Friday 25th June 2021

The successful applicant will be expected to complete one of the following during the traineeship;

- Certificate III in Business Administration; or
- Certificate III in Local Government; or
- Certificate III in Business

These Key Duties/ Responsibilities may vary as a result of the skill level and competency of the successful applicant.

Selection Criteria

Essential

- Good written and verbal communication skills
- Attention to detail and accuracy
- Customer service orientated with solid interpersonal and public relations skill
- Ability to work as a team member
- High level of confidentiality
- Good time management and organisational skills

Desirable

- Knowledge in the use of MS Office software
- Ability to work effectively in a team environment, accept responsibility and work with limited supervision
- Ability to deal face to face or over the phone with difficult customers
- Demonstrated understanding of Local Government roles and responsibilities

Key Role Relationships

Internal

- Chief Executive Officer
- Deputy Chief Executive Officer
- Administration Staff
- Manager Works & Services
- Works Supervisor

External

- Local residents
- Local organisations

POSITION INFORMATION
ADMINISTRATION TRAINEE

1 CONTRACT OF EMPLOYMENT:

A contract of employment of 12 months is offered, under the conditions of the Local Government Industry Award 2010.

2 INITIAL PROBATIONARY PERIOD:

The negotiated contract of employment will be offered with an initial probationary period of three months in which time the Council may terminate this contract on 2 weeks written notice.

3 SALARY:

A salary will be negotiated, depending on age, skills, experience and qualifications, under the conditions of the Local Government Industry Award 2010.

4 HOURS OF WORK:

The regular hours of work are 76 ordinary hours per fortnight as per the Local Government Industry Award 2010. These hours are worked as a nine day fortnight made up as follows:

Wednesday	8.00 am - 5.00 pm	(½hr lunch)	8.5 hrs (Pay Day)
Thursday	"	"	"
Friday	8.00 am - 4.30 pm	(½hr lunch)	8.0 hrs
Monday	Rostered Day Off		
Tuesday	8.00 am - 5.00 pm	(½hr lunch)	8.5 hrs
Wednesday	"	"	"
Thursday	"	"	"
Friday	"	"	"
Monday	"	"	"
Tuesday	"	"	"

5 LEAVE:

Provision of Annual, Sick and Carer's Leave will be in accordance with the Local Government Industry Award

6 LONG SERVICE LEAVE:

Thirteen weeks after ten years continuous Local Government service, transferable between Local Authorities within Western Australia.

7 SUPERANNUATION:

The Council makes superannuation contributions of 9.5% of the base salary plus matching contributions of up to 6%, providing the employee makes voluntary contributions of 6% or more. The combined total of the Shire of Cuballing contribution is up to 15.5% of the specified salary.

8 POLICE CLEARANCE:

Applicants are required to provide a National Police Clearance Certificate before commencing employment. Council will refund the expenses of obtaining this clearance.

9 MEDICAL EXAMINATION:

Applicants are required to attend a pre-employment medical prior to commencing employment. Council will refund the expenses of obtaining this medical.