

POSITION: BUSINESS ADMINISTRATION TRAINEE

REPORTS TO: TEAM LEADER/COORDINATOR

ACCOUNTABLE TO: DEPARTMENT MANAGER

GROUP: RELEVANT GROUP

DATE REVISED: AUGUST 2023

ROLE CHARTER

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

OUR GUIDING PRINCIPLES ARE:



MAKE THINGS EASY

Do the hard work to make things intuitive for me.



BE WELCOMING

Care for me as a person, not a task or a number.



BE OPEN MINDED

Listen to me and work with me to find solutions.



LOOK OUT FOR ME

Thoughtfully anticipate what will make my days go smoother.



KEEP YOUR PROMISES

Follow through on your commitments to me.

PRIMARY PURPOSE

To acquire the knowledge, skills and experience necessary to perform a variety of administrative functions whilst undertaking Certificate III level study in Business Administration.

CORE ACCOUNTABILITIES

1. Provide general administrative support to the specific departments of placement as instructed ensuring high attention to detail.
2. Assist with enquiries and requests from internal and external customers in an efficient and courteous manner.
3. Operate a variety of office equipment and maintain office supply levels.

4. Provide assistance with projects and research, draft documents and correspondence and undertake a variety of other administrative duties such as filing, data entry, scanning, processing and registration of documentation.
5. Successful progression through the relevant Certificate III studies and appropriate application of skills in the work related area.

Undertaking any other duties, projects or tasks as directed by the Coordinator which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

ESSENTIAL CRITERIA

1. Eligibility to undertake a Certificate III Traineeship in Business Administration.
2. Genuine interest in business administration profession and a commitment to the traineeship.
3. Effective verbal and written communication skills.
4. Ability to work productively as a member of a team and contribute to team goals.
5. Computer skills, particularly in the Microsoft Office Suite (MS Word, Excel and Outlook).
6. Experience in delivering quality customer service and continuous improvement.
7. Class C Drivers Licence or possession of Provisional licence prior to commencement of employment.

DESIRABLE CRITERIA

1. Previous experience in an administrative role.
2. Knowledge of the Maitland Local Government Area (LGA).

Date:

Agreed:

Employee Name

Employee signature



ELIGIBILITY CRITERIA

- Applicants must be an Australian Citizen or Permanent Resident.
- Applicants must not have:
 - A prior qualification within the same training field that is at Level Cert III/IV less than 10 years old (this excludes a qualification you may have completed within 2 years of leaving school or whilst at school)
 - Any qualification held at the Diploma level or higher
 - Completed a qualification whilst at school, that is the same traineeship at the same level as the one that you are applying for.

One of Maitland City Council's objectives is to enhance life skills and employment opportunities for local residents, therefore applicants from the Maitland Local Government area are preferred.

LOCAL GOVERNMENT STATE AWARD 2023 TRAINEESHIP RATES AT JULY 2023

	Highest Year of School Completed		
	Year 10	Year 11	Year 12
School Leaver	\$384.30	\$423.10	\$503.30
Plus 1 year out of school	\$423.10	\$503.30	\$585.70
Plus 2 Years	\$503.30	\$585.70	\$681.60
Plus 3 years	\$585.70	\$681.60	\$780.40
Plus 4 years	\$681.60	\$780.40	
Plus 5 years or more	\$780.40		

