

YOUTH EMPLOYMENT TRAINING SCHEME (YETS)

**TO BE ELIGIBLE FOR THIS TRAINEESHIP, YOU MUST BE A CURRENT
RESIDENT OF EUROBODALLA SHIRE AND UNDER 21 YEARS OF AGE
AS AT THE COMMENCEMENT DATE OF 8 FEBRUARY 2021**

INFORMATION PACKAGE

POSITIONS VACANT

5 X BUSINESS ADMINISTRATION TRAINEE

Positions available within the following departments:

- Children's Services
- Customer Service and Information
- Development Administration
- Environmental Services
- Property and Commercial Services

CLOSING DATE: 4.30PM MONDAY 21 SEPTEMBER 2020

REF: ESC335

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- Overview of Traineeships
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Eurobodalla Shire Council
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Email: positions@esc.nsw.gov.au

Thank you for enquiring about
this position.
If, after reading the information
in this package, you would like
further information please
contact Farann Bussa on
(02) 4474 1016.



Important Information

Use our on-line application system to apply for these positions. This can be accessed through the *Jobs at Council* section of Council's website www.esc.nsw.gov.au

Complete the online questionnaire

This is a really important part of your application.

- Only applicants that complete the questionnaire will be considered for the position;
- Selection for interview is based on the responses you make to each of the questions;
- Each question relates to an important aspect of the job. You will need to make responses that explain your training and / or experience to date in regards to the question asked. Include any experience that you have had at school, in sporting or other groups, or in paid or unpaid work experience.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.

School report

Your most recent school report is required as part of your application. Your application can not be processed without it.

Referees

- You will need to include at least one referee in your application who is a teacher/mentor from school. Other referees could be employers, sporting coaches or members of volunteer groups that you have worked with.
- We may contact your referees to verify the information provided in your application and at interview. We will not contact any of your nominated referees without seeking your permission first.

Upload documents and finalise your online application

After answering the online questionnaire, you will be asked to upload your resume and any other supporting documents to finalise your application.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

Overview of a Business Administration Traineeship

Council's Youth Employment Training Scheme (YETS) is designed to provide young people with experience in the workplace that they can use to further their careers in the future.

As a Business Administration Trainee, you will provide general administrative support to those within your department.

Business Administration Traineeships will be offered within the following departments:

- **Children's Services**

The Children's Services team deliver fun and engaging educational programs for children 0-12 years through Family Day Care, OOSH, supported playgroups and small group parent programs. The coordination unit team provides the administration of the programs and direct support to our service educators delivering programs to children and families.

- **Customer Service and Information**

The Customer Service and Information Team manages Council's switchboard, face-to-face enquiries and document management at the main administration building in Moruya. The team provides exceptional customer service to the Shire's residents and visitors, while actively engaging with all areas of Council to ensure the most up to date information is provided to the community.

- **Development Services**

The Development Services division of Council is made up of four key areas. Development assessment, Building compliance, Development Engineering assessment and Development Pre-Assessment. Development services offers support to the community by offering and advising on planning matters and regulating the building and construction industry.

The trainee position will work with the preassessment team with other dedicated development support officers providing assistance to the community and Council's

professional town planners, building certifiers and engineers.

- **Environmental Services**

The Environmental Services Division is committed to maintaining a healthy, safe and sustainable community and environment.

- Public and Environmental Health carry out activities such as: food inspection programs; public pool inspections; septic inspections; water quality monitoring of estuaries, beaches, drinking water etc. We also deal with customer concerns regarding pollution, unapproved development and legislative requirements and Council polices.
- The Rangers deal with the Companion Animal Act and educate pet owners about the responsibilities of owning a pet including dealing with barking dogs, straying animals etc. They also monitor and manage parking, illegal dumping and other compliance matters.
- The Sustainability team implement the Emissions Reduction Plan and help council, community and businesses reduce energy usage and minimise waste.
- Natural resource management carry out a large amount of on ground restoration works to improve water quality, biodiversity and sustainability within the Shire. Invasive species control and protecting our native flora and fauna is important as is the coast and estuary program, landcare, marine debris and flying foxes.

- **Property and Commercial Services**

Property look after Council and Crown land transactions. For instance road widening, sale of land, leasing of caravan parks, and licencing of outdoor eating areas. Part of their job is to prepare the associated reports to Council and legal documents. Property team also oversee the running of Council's campgrounds, Batemans Bay Beach Resort and the Eurobodalla Regional Botanic Gardens including development and marketing of those businesses. Property work with and assist many of the other teams within Council to achieve a good result for the community.

As a trainee, you will be given a range of administration skill development opportunities including answering of phones, photocopying, scanning, emailing, word processing, file and records maintenance and other general departmental administrative functions. With guidance, you will handle enquiries and respond and liaise with members of the community, relevant staff, organisations and other departments as required.

Additional specific tasks will vary dependent upon the department you are placed with, however they may include: assisting with organising meetings, functions and community events; assisting with digital communication including social media; and assisting with the implementation of programmes and projects.

During your traineeship you can expect to:

- Develop skills in Microsoft Office applications such as Outlook, Word, Excel and PowerPoint;
- Gain competency in Council specific applications and systems;
- Gain a broad knowledge of local government operations;
- Gain experience in customer service and general administrative duties in a busy and varied environment;
- Be a valued member of a diverse team;
- Have a Mentor to assist you as required throughout your traineeship;
- Develop skills to put you in a good position for the next step of your career.

Training

You will enter into a training contract to complete a Certificate III in Business Administration at Moruya TAFE. It is anticipated that delivery of the training will be through a combination of on-the-job training and attendance at Moruya TAFE one day per week.

The successful applicant will need to complete both on-the-job and off-the-job components of the traineeship.

Travel to and from work and off-the-job training is the responsibility of the trainee.

This traineeship is being offered under the Special Youth Employment Training Scheme (YETS) for young people under 21 years of age.

This program is covered by Section 49ZYI of the Anti-Discrimination Act 1977 which gives exemptions to certain requirements of Section 49ZYB of the Act relating to discrimination based on the grounds of age for employment of persons or employees under 21 years of age.

Position Description

Business Administration Trainee (YETS Program)

Division	Various
Location	Based from Moruya
Classification/Grade/Band	Trainee

Council overview


Come and join a stable and progressive council working with an engaged community to contribute to a promising future. Eurobodalla Shire Council is located on the beautiful south coast of New South Wales and encompasses the regional centre of Batemans Bay, the main towns of Moruya and Narooma, and smaller villages and rural areas dotted along the coastline. Surrounded by beaches, bays, rivers and mountain ranges, we are situated in a stunning natural environment while also having access to quality schools, retail and medical facilities. You will advance your career and make a difference locally as you enjoy a pristine and thriving region.

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To gain business administration skills and experience while completing a Certificate III in Business Administration.

Key accountabilities

Within the area of responsibility, this role is required to:

- Successfully complete all on the job and theoretical components of the traineeship.
- Under supervision, provide quality administrative support to your work area.
- Respond effectively to customer enquiries and requests.

Key challenges

- Completing daily work commitments and off the job training.
- Prioritising and organising workloads to meet team needs.
- Respond effectively to customer enquiries and requests.

Key internal relationships

Who	Why
Supervisor	• Day to day supervision and instruction.
Team Members	• Work collaboratively and support team members within your work area to contribute to the delivery of services and work outcomes.

Decision making

This role is fully supervised and is required to follow instructions regarding day to day activities, liaising with their supervisor and other team members.





Essential requirements

- Currently a resident of Eurobodalla Shire Council
- Under 21 years of age as at 1 February 2021
- Ability to successfully complete all practical and theoretical components of traineeship including any compulsory attendance at TAFE or other training provider.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for these positions. The capabilities in bold are the focus capabilities for this position. Refer to the next section of this document for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Personal attributes Demonstrate Accountability	Foundational
	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Relationships Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Results Deliver Results	Foundational
	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Resources Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Technology and Information	Foundational	<ul style="list-style-type: none"> • Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management policies

The Recruitment Process:

Application

Council will review each application to ensure that all the necessary sections have been completed and that copies of recent school reports and a resume have been provided. Your application cannot be processed without a recent school report.

Interview

After the closing date, applications will be reviewed and assessed to select candidates for interview. If selected, you will be contacted by telephone by mid October 2020 to attend a face to face interview in mid-November.

Decision

Applicants who attend an interview will be notified of the outcome by Monday 30 November 2020 via telephone.

Additional factors

In addition to your interview, the following factors will be taken into consideration:

- The content of your questionnaire in your online application;
- Your record of achievement at school, work experience or out-of-school activities;
- Your referee comments.

CONDITIONS OF EMPLOYMENT

Position Title:	Business Administration Trainee (Youth Employment Training Scheme – YETS)
Commencement date:	Monday 8 February 2021
Completion date:	Monday 7 February 2022
Probation period:	A probationary period of one month applies to new business administration trainees. Ongoing employment is subject to successful completion of the probationary period.
Award:	Local Government (State) Award 2020
Criminal Record Check	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to the Customer Service and Information and Children’s Services positions. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Hours of work:	<p>These are 35 hour per week traineeships, with office hours arranged 8.30am to 4.30pm, Monday to Friday.</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based at Council’s main administration office in Moruya (corner of Vulcan and Campbell Streets).
Leave Entitlements:	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>

ESC is committed to a safe and mentally and physically healthy workplace environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

WAGE INFORMATION			
Local Government (State) Award 2020	Base salary (gross per week)	Superannuation calculated at 9.5% (gross per week)	Total Remuneration (gross per week)
Year 10 school leaver	\$332.80	\$31.62	\$364.42
Year 10 + one year out of school	\$366.50	\$34.82	\$401.32
Year 12 or year 10 + two years out of school	\$436.60	\$41.48	\$478.08
Year 12 + one year out of school or year 10 + three years out of school	\$508.10	\$48.27	\$556.37
Year 12 + two years out of school or year 10 + four years out of school	\$591.30	\$56.17	\$647.47
Year 12 + three or more years out of school or year 10 + five or more years out of school	\$677.00	\$64.32	\$741.32

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

