

## Position Description – People and Culture Trainee

### Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

**Employee Name:** TBC

**Date PD Issued:** 22/12/2022

**Position:** People and Culture Trainee

**Host Employer:** Bass Coast Shire Council

**Supervisor:** TBC

**Host Employer Address:** 76 McBride Avenue WONTHAGGI Vic 3995

**Westvic Staffing Solutions Field Officer:** Katherine Cousins

Refer to Bass Coast Shire Council attachment

- **Key Responsibility Areas**
- **Key Selection Criteria**
- **Competencies**
- **Organisational Relationships**
- **Accountability and extent of authority**
- **Pre-Employment Checks**

### Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Cooperate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that is provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay

### Additional Information:

- **Hours Per Week:** 38
- **Days per Week:** Monday- Friday
- **Award / Agreement:** National Training Wage Level A & Bass Coast Shire Council EBA
- **Superannuation:** 10.5%
- **Commencement Hourly Rate:**
- **Allowances**

Copy to:  Employee

Host Employer

Main File

# Position Description

**Position Title**

People & Culture Trainee

**Classification**

Trainee

**Status (FTE)**

Temporary (1.0)

**Division**

Business Transformation

**Occupant**

Vacant

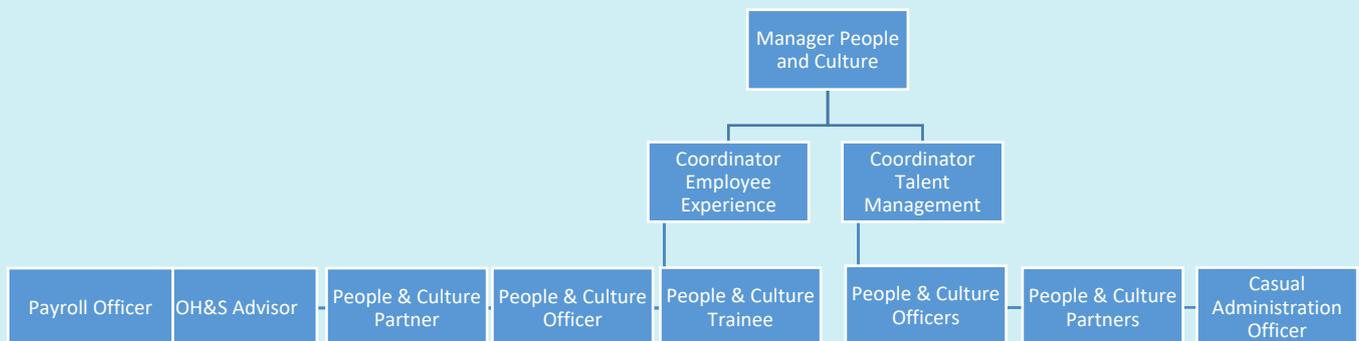
**Date**

January 2021

## Our Values



## Organisational Relationships



## Pre-Employment Checks

Applicants will be required to undergo pre-employment checks including but not limited to a Police Records Check and Working with Children Check.

## Key Responsibility Areas

- Successful completion of all necessary modules and practical work in accordance with the requirements of the Traineeship.
- Preparation of general correspondence, meeting agendas and minutes.
- Payroll data entry and support.
- Set up calendar appointments for meetings (organise schedules).
- Create electronic presentations and spreadsheets.
- Utilise the document management system
- Contribute to workplace innovation
- Participate in OHS and health and wellbeing processes
- Specific projects and tasks related to the Traineeship which will be assigned throughout the program.
- Other duties as directed within the skills and abilities of a position at this level.

## Key Selection Criteria

*Selection will be based on the following key selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description.*

- Ability to complete a TAFE level Certificate III in Business Administration.
- Enthusiasm for self-development and desire to use this opportunity to enhance career prospects.
- Attention to detail.
- Computer literacy.
- Written communication skills.
- Verbal communication and interpersonal skills.
- Completion of Year 12 (VCE) or equivalent.
- Current Victorian Driver's Licence

## Accountability and extent of authority

*Specific guidelines will be followed and work will be carried out under general supervision, with the freedom to plan work at least several days in advance.*

## Competencies

### Judgement and decision making

*Procedures will be well understood, clearly documented and readily available. Guidance and advice is always available.*

### Specialist Skills and Knowledge

*May require an understanding of the team's and organisation's fit within the organisation, including relevant policies and procedures.*

### Management skills

*Outcomes are achieved by managing time, planning and organising own work.*

### Interpersonal skills

*Relate to others using effective communication tools in resolving minor problems.*

### Qualifications and experience

*Secondary education with relevant on-the-job training or experience.*



## **Child Safety Statement**

**Bass Coast Shire is committed to the safety and wellbeing of children.**

We support and respect all children, as well as our staff, contractors, and volunteers. Our organisation is committed to preventing child abuse by identifying risks early and intervening to address these risks. We are committed to the safety of all children, particularly those from diverse backgrounds, including Aboriginal and Torres Strait Islander children, children who are culturally and linguistically diverse, and those with varying needs and/or disabilities.





**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**HOST EMPLOYER:**

Host Employer Name: \_\_\_\_\_

Host Employer Signature: \_\_\_\_\_

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: \_\_\_\_\_

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_