

Position Description – Tourism and Business Development 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: Tourism and Business Development 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

Tourism & Business Development Trainee

Classification

Trainee

Status (FTE)

Temporary (1.0)

Division

Partnerships, Advocacy and Economy

Occupant

Vacant

Date

January 2022

Our Values

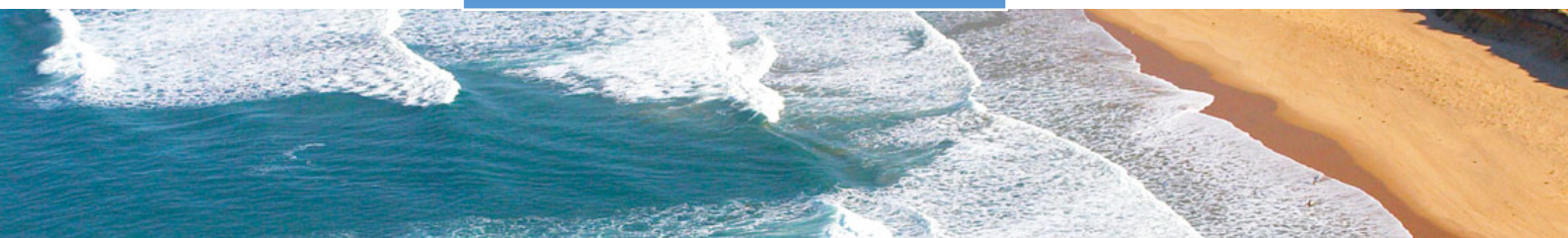


Organisational Relationships

Visitor Economy and
Events Coordinator

Business
Development
Coordinator

Tourism & Business
Development Trainee



Key Responsibility Areas

- Successful completion of all necessary modules and practical work in accordance with the requirements of the Traineeship.
- Provide general administration support that assists with the coordination and management of inbound cruise ships.
- With guidance from the Coordinator Business development provide ongoing support to the Shop, Eat, Love Local campaign.
- Support the team with tasks related to the delivery of key programs including My Phillip Island Ambassador program, Ken Hore Tourism Mentoring Program, Business Development workshops, Startup Gippsland, and others.
- Under guidance from the coordinators within the teams provide support to the successful delivery of Council managed events including the Cowes CBD Activation during the MotoGP, End of Year Fireworks events, Bass Coast Business Awards, and the Developing Bass Coast Forum.
- Assist in telephone and email correspondence with key stakeholders such as peak tourism bodies and event organisers to assist with promotion of events within Bass Coast Shire.
- Provide administrative and project related tasks that support to destination marketing activities for the region.
- Support Event organisers as appropriate for the successful delivery of Council supported events.
- Process and action customer requests under guidance from department team members.
- Provide general administrative assistance and support to the team as required.
- Active commitment to our EPIIC values.
- Other duties as requested within the Economic Development & Investment department.

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.



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 Tourism.
- Interest and curiosity to learn more in tourism, marketing, business development and events.
- 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.
- An ability to work flexible hours including afterhours and weekends.

Pre-Employment Checks

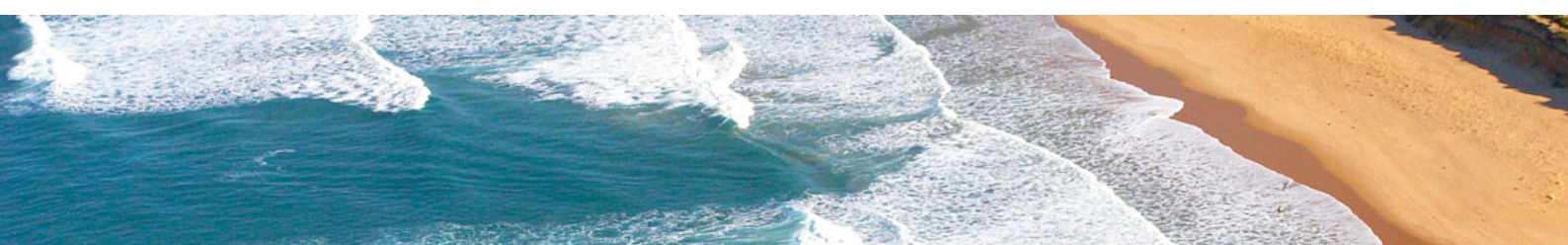
Full Covid-19 vaccination is a requirement for employment at Bass Coast Shire Council.

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

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: _____