

**JOB CODE:** 04.005.03  
**JOB TITLE:** Skilling Queenslanders for Work Projects  
 Business Administration Trainee (Certificate 1 in Business)  
**PROGRAM/SECTION:** Training Services  
**REPORTS TO:** Skilling Queenslanders for Work Coordinator  
**AWARD:** **Miscellaneous Award 2010** (Schedule E – National Training Wage)  
**CLASSIFICATION:** **Full Time Trainee Wage Level A** (26 weeks)  
**PROBATIONARY PERIOD:** 6 months (monthly reviews undertaken during this period)

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**Impact Commitment Statement**

Our staff will actively contribute to the organisation’s vision, mission, values, policies and procedures. In return, our staff will enjoy making a difference in the community, working within a supportive team, with a strong commitment to learning and development; and appreciate significant employment benefits.

**Who are we?** As a charitable organisation, we support people who may be experiencing disadvantage, poverty or exclusion from community, social and employment networks. Through our programs and services, we assist individuals and families build resilience and reconnect with the community in a positive way to realise an improved quality of life.

**What is our vision?** To lead the community in pioneering improved life opportunities

**What is our mission?** Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation

**What are our values?**  
 What do we expect from our staff and what do our clients expect from us?

**Trust** we are honest, accountable to our community and transparent in our actions

**Empowerment** in every endeavour we strive to support people to achieve their goals, own their actions and make sustained change in their lives according to what they want

**Relevance** we serve our community’s needs through a contemporary individual choice based approach to community service

**Compassion** we are caring and understanding in our support of people in our community

**Inclusiveness** we believe that diversity in our community makes us stronger and provide equal opportunity to all



### OVERVIEW:

The Skilling Queenslanders for Work - Work Skills Conservation Project initiative provides participants with an opportunity to reconnect to the workforce, build a range of work-ready skills in readiness for the introduction of the National Disability Insurance Scheme to Bundaberg.

The traineeship will aim to establish a current work history to support jobsearch efforts, improve foundation skills, increase transferable work skills and provide linkages to the local labour market.

The traineeship is in Certificate 1 in Business and employment will be for a period of 26 weeks.

The Trainee will rotate between key admin areas of IMPACT: Reception, Training, BDU, Support Services & Recycling & Collections.

### MAIN DUTIES/RESPONSIBILITIES:

- Take reasonable care for personal health and safety and that of others in the workplace

During the 26 week traineeship, trainees will develop a range of vocational competencies, these may include:

- Work Safely in an office environment
  - Maintain the Workplace
  - Safe use of office equipment
  - Photocopying
  - Binding & laminating
  - Filing – hard copy and electronic
  - Typing letters
  - Archiving
  - Making up course materials
  - Make and receive phone calls
  - Collate paperwork
  - Print certificates
  - Paperwork audit
  - Assist with social media platforms and digital content
  - Assist with creating marketing content for IMPACT programs and community events
  - Assist with information for monthly newsletters
  - Data entry
  - Assist with graduations and information sessions
  - Delivery and collection of resources/paperwork from supplier
  - Assist with set up and marketing of community events
  - Maintaining incoming and outgoing mail registers
  - Assist with fleet management, resource booking systems and fuel reports
- Complete theoretical components/assessment within Certificate 1 in Business by attending training days as required
  - Undertake practical job searching activities
  - Participate in team building, motivation, goal setting, project planning and practical activities as required by the Team Supervisor
  - Perform duties as requested under direction
  - Undertake other duties as required within the project activities
  - Actively job search to maximise employment opportunity for after the traineeship is completed



### CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

#### *Essential*

- Demonstrated computer skills with basic use of Microsoft Office applications
- Willing to undertake and complete a Certificate I in Business
- Literacy and numeracy skills to cope effectively with Certificate I level training and work needs
- Enthusiasm for learning and developing skills
- Ability to work in a team environment and under a range of supervision styles
- Ability to apply a non-judgemental attitude towards individual and cultural differences
- Willingness to complete all requirements of a traineeship including theoretical components and Skilling Queenslanders for Work documentation

#### *Desirable*

- Queensland Driver's Licence / C Class

### LICENSING AND ADMINISTRATIVE REQUIREMENTS

***Please note that employment is subject to obtaining/holding all requirements listed below and that failure to comply may lead to termination of employment. These requirements must be maintained throughout the employment period.***

- Possession of, or willingness to obtain, Prescribed Notice (Yellow Card), Working with Children (Blue Card), National Police Check (AFP).

