

Position Description

Title:	Administration Trainee
Classification:	National Training Award
Hours:	38 hours per week
Directorate:	Operations and Capital
Department:	Parks and Gardens
Unit:	Bundoora Park Farm
Location:	Bundoora Park
Enquiries:	Maria Dugan (8470 8223) or maria.dugan@darebin.vic.gov.au
Closing Date:	Wednesday 18 July 2018 at noon
Interview Date:	25 th and 26 th July 2018



Short listed candidates are welcome to bring a support person with them to the interview

About Darebin

Darebin is home to one of the largest, most diverse communities anywhere in the State in terms of cultures, language (more than 138 languages are spoken), religions, socio-economic background, employment status, occupation, and housing needs. We actively represent our community's diversity and aim to create an inclusive work environment that values the contribution of all employees and treats all employees with dignity and respect.

We are leaders in Environmental Sustainability and Social Justice, often collaborating with neighbouring municipalities to promote awareness and encourage community participation. We also provide flexible working arrangements and excellent working conditions that are supported across the organisation.

Darebin City Council is one of the largest employers in the municipality with an operating expenditure budget of \$157.4 million and capital expenditure budget of \$47.3 million. Darebin has a population of 153,563 and we are also home to two significant tertiary organisations well serviced by public transport.

Darebin City Council is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion. For all other information regarding the City of Darebin, including our Profile, our Diverse Community, our Values, the Council Plan 2017-2021, Equal Opportunity Employment, Disability Access and Inclusion, the Victorian Charter of Human Rights, and Risk Management, visit our website: www.darebin.vic.gov.au

Darebin City Council values Collaboration, Accountability, Respect and Integrity

Occupational Health & Safety

To achieve our desired outcome, you will:

- Comply with the Occupational Health and Safety Act, related Regulations and defined OH&S policies, procedures, safety rules and Safe Working Procedures and implement and monitor the organisation's OH&S policies, procedures, safety rules and programs in the relevant work area to achieve and maintain OH&S standards.
- Monitor health and safety performance and rehabilitation performance within your area of responsibility and initiate actions to improve health and safety, including facilitating rehabilitation of injured workers.
- Review any health and safety related reports and take appropriate action to resolve safety issues.
- Ensure consultation with employee health and safety representatives, particularly on any workplace changes that have health and safety implications.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.
- Ensure all employees understand their legal obligation under the OH&S Act and that they receive regular training to perform jobs safely.

Sustainability

Council plays a crucial role in contributing to and promoting environmental sustainability both within Council operations and across the municipality by minimising its impacts, leading by example and delivering services and environmental programs. Council has committed to a number of environmental targets, including a carbon neutral target for Council operations by 2020, improved water quality and sustainable water use and waste minimisation and resource recovery. To achieve our desired outcome, you will:

- Maintain an awareness of resource use in your role and minimise this and seek environmentally preferable options wherever possible
- Carry out your role in line with Council's Environment Policy and the Environmental Purchasing Code
- Review work practices to identify where changes to practices or technology can improve environmental performance including the provision of services to the community and opportunities to increase environmental awareness

Excellence in Governance

Employees of Darebin City Council (Darebin) are expected to read and understand the Excellence in Governance Policy and to conduct themselves ethically, professionally and in accordance with Darebin's statutory obligations. Employees are also expected to treat others fairly and courteously while being respectful of alternative views and opinions. Darebin is an equal opportunity employer and does not tolerate discrimination, bullying or harassment in any form.

Employees are prohibited from disclosing any confidential information they may acquire during their employment, or using such information for any purpose other than for the purposes of Darebin. Further, employees shall not use such information improperly to cause harm or detriment to other staff, people, body or the Council.

Employees shall not engage in any outside employment or activities that impact on their primary employment at Darebin. Employees shall also ensure that any outside employment or activities do not create a conflict of interest and/or duty with their role at Darebin. Where it is unclear whether a conflict of interest may exist, the employee should seek direction from their Direct Manager. Any actual or perceived conflict of interest must be disclosed prior to business dealings or immediately the conflict is apparent. This includes any possible direct or indirect pecuniary interest with a potential external tenderer in respect of goods, services or works tendered by Council.

Employees must not make a statement made on behalf of the Council to the media or public unless authorised to do so by the Chief Executive.

Employees shall not discuss departmental business or staff matters with Councillors. If a Councillor requests such information from an employee, the request should be referred to the employee's Manager in the first instance.

As a condition of employment the successful candidate is expected to sign the Excellence in Governance at Darebin Declaration confirming that they have read and understood and agree to act in accordance with the Excellence in Governance at Darebin Policy.

Position Objectives:

Develop and provide administration skills to assist Bundoora Park Farm.

The successful candidate will be trained in all aspects of Administration related to the services provided by the Unit.

Reporting Relationships:

This Position Reports To:
Coordinator Bundoora Park Farm

Internal Relationships:
All employees across Council

External Relationships:
Service and product providers, event attendees, other municipalities, local community groups and individuals, committee members

Key Responsibilities and Duties:

- Provide efficient administrative support services to the Bundoora Park Farm Unit as required, including Data entry and word processing as required
- Administer the telephone system and incoming enquiries
- Promptly respond to customers and incoming enquiries in a courteous manner
- Maintain office filing and other administrative systems Provide quality customer services to both residents and Council staff
- Photocopy/scan and distribute information as required
- Be responsible for the daily collection and distribution of mail and prepare mail-outs as required
- Maintain open communication between all members of the Unit
- Attend and actively participate in Department meetings
- Undertake other duties as directed within the skills and capabilities expected of the position

Accountability and Extent of Authority:

The person is directly accountable to the Coordinator Bundoora Park Farm, to support a high level of services and efficiency within the Unit.

Judgement and Decision Making:

The incumbent will be required to apply the full range of skills, knowledge and competencies acquired as part of both on the job and formal accredited training.

Duties and expectations are commensurate with on the job knowledge and levels of proficiency in the application of administrative and customer service skills at the expected level for a Trainee Administration Officer.

Specialist Skills and Knowledge:

- Ability to identify staff and customer needs, seek advice and respond appropriately
- Ability to assess administrative situations, follow direction and achieve satisfactory outcomes

Management Skills:

- Time management skills and ability to plan and organising one's own work
- Ability to establish priorities
- Understanding of and an ability to implement personal practices and organisational values including equal opportunity, health and safety and training and personal and professional development

Other Relevant Information:

In accordance with the Australian Fair Work Act 2009, protection from unfair dismissal is subject to a minimum six month period of employment, which includes a three month probationary period.

This position requires a satisfactory Police Check result prior to an offer of employment being made.

This position requires a Working With Children Card – which will be reimbursed by Council.

The successful applicant will be provided with all relevant tools and equipment to undertake the inherent requirements of the role. All tools and equipment must be returned to the direct Manager upon cessation of the role.

Darebin City Council is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion. We encourage applications from Aboriginal or Torres Strait Island people, people with disabilities and culturally and linguistically diverse backgrounds. If you require support or advice with your application, contact the People and Development team on 8470 8204. Reasonable adjustments can be negotiated.

Short listed candidates are welcome to bring a support person with them to the interview.

Darebin City Council is a smoke free work place.

Canvassing of Councillors and Council Officers:

Canvassing of Councillors and Council Officers, either directly or indirectly that may influence the outcomes of this application may be deemed a disqualification.

Enquiries regarding the position however, can be directed to the nominated contact officer named

Qualifications, Certificates, Licences, and/or Experience:

- No formal qualification is required for this position. It is anticipated that through this traineeship the successful applicant will gain administrative qualifications, and if successful, transition to Council's Casual Administration Pool.
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Key Selection Criteria:

1. Familiarity with MS Word and related programs
2. Familiarity with organisational and administrative skills
3. Ability to work with direct supervision
4. Ability to identify and respond to administrative and customer needs
5. Familiarity with prioritising daily activities
6. Good telephone manner

Interpersonal Skills/ Personal Attributes:

7. Ability to maintain confidentiality is essential
 8. Good written and verbal communication skills
 9. Ability to contribute positively to a team
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How to apply:

Forward your resume and responses to the above key selection criteria (1 – 9) to Maria Dugan. Applications will be kept strictly confidential and should be forwarded to Maria.Dugan@darebin.vic.gov.au.

Hard-copy applications may be forwarded to:

Maria Dugan
Darebin City Council
P.O. Box 91
Preston Victoria 3072

Applications close on Wednesday 18 July 2018 at noon.

If you would like to have a yarn about the positions please contact Maria Dugan, Aboriginal Employment Officer on maria.dugan@darebin.vic.gov.au or 03 8470 8223. Please note that Maria works **Wednesdays** and **Thursdays** and will respond to enquiries on these days.