

Position Title	People and Performance Trainee
Department	People and Performance
Unit	Human Resources, People Transformation, and Safety & Risk
Team	People Transformation
Supervises	N/A
Reports To	Manager Human Resources, Manager People Transformation, and Manager Safety & Risk
Grade	T
Date Prepared	21/11/2024
Date Last Updated	27/11/2024

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

This role provides administrative and business support across the Human Resources, Safety & Risk, and People Transformation units within the People and Performance department. Through rotational placements, the trainee will assist with key functions, including human resources, recruitment, payroll, employee culture and engagement, training, risk management and safety, while gaining practical experience and contributing to departmental initiatives.






Accountabilities

- Assist with the coordination of meetings, workshops and organisational events;
- Support the planning and delivery of employee engagement activities and internal surveys;
- Develop content for presentations, promotional material and communications;
- Assist in coordination of training, programs and leadership forums;
- Support management of Councils' Great Start and TAG programs for trainees, apprentices, graduates and cadets;
- Support payroll, recruitment, selection and onboarding processes;
- Deliver general administrative support, including invoicing, scheduling and online record management;
- Assist with the implementation of key project deliverables in accordance with the workforce strategy and associated department strategies.

Position capabilities and level

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

Capability Profile – Labourer/ TAG

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

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 satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Foundational	<ul style="list-style-type: none"> Understands own role within the team
Relationships		
Customer and Community Focus	Foundational	<ul style="list-style-type: none"> Shows awareness that he/she is working for the community
Results		
Think and Solve Problems	Foundational	<ul style="list-style-type: none"> Finds and checks information needed to complete own work tasks
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

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Current Year 12 student, recent school leaver, or early career professional (within 2 years of leaving school).

Essential Experience

- Demonstrated interest in administration, business operations or human resources;
- Strong written and verbal communication skills;
- Basic proficiency in Microsoft Office Suite (Word, Excel, Powerpoint);
- Ability to manage multiple tasks with attention to detail;
- Commitment to professional growth and learning.

Desirable Qualifications and or Experience

- Previous experience in customer service or administrative support role (eg. casual, part time or volunteer);
- Awareness of workplace health and safety principles.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>