



# Job Description Form

## Generic **Aboriginal Trainee**

### Talent & Diversity

#### Position details

---

Classification Level: 1

Award/Agreement: PSA 1992 / Public Sector CSA Agreement 2019  
(and subsequent agreement/s)

Position Status: Temporary

Organisation Unit: Corporate Services, Human Resources

Physical Location: Various

#### Reporting relationships

---

Responsible to: 013681 HR Officer Diversity and Inclusion – Level 5

**This position: Aboriginal Trainee – Level 1**

#### Overview of the position

---

The Talent Diversity & Professional Development branch is accountable for delivering workforce management and development strategies according to Departmental strategic direction to enable a motivated and productive workforce. It is the initial point of contact to line managers for service delivery under the accountability of the Human Resources Directorate providing guidance and coaching for the effective management of our people.

The Aboriginal Trainee will rotate through various areas of the organisation and is responsible for providing administrative support whilst completing on-the-job and off-the-job traineeship requirements. Aboriginal trainees are required to complete a nationally recognised qualification, in accordance with advice and direction provided by the Talent & Diversity branch.

#### Job description

---

As part of the Talent & Diversity team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, model integrity and respect in all interactions

- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives;
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities; and
- Support cultural and management reforms within the Department.

### **Role specific responsibilities**

---

- Assists in providing services and administrative support as required. This includes, but is not limited to word processing, data entry, maintaining correspondence and filing systems.
- Participates constructively and positively within workplace teams to achieve set tasks and goals.
- Applies the principles of equity, diversity, occupational safety and health in the workplace and behaves in accordance with relevant standards, values and policies.
- Assist in ensuring delivery of quality products/services to internal and external customers.
- Accesses and applies identified and appropriate information to achieve tasks and undertake document control and retrieval.
- Follows workplace policies and procedures to achieve tasks.
- Participates in the identification and applies opportunities for continuous improvement within the team.
- Uses available and allocated resources to ensure that tasks are achieved efficiently.
- Undertakes training and learning responsibilities, in accordance with traineeship requirements.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

---

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to understand the Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

### **Achieve Results**

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file

### **Builds Productive Relationships**

The capacity to responds under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

### **Exemplifies Personal Integrity and Self-Awareness**

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them, and seeks guidance and advice when required

### **Communicates and Influences Effectively**

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

### **Special requirements/equipment**

---

This is an Affirmative Measure program under section 51 of the *Equal Opportunity Act 1984* (WA) to increase the number of Aboriginal and Torres Strait Islander Australians employed in the Western Australian Public Service.

To be eligible to apply for a position advertised under Affirmative Measure you need to confirm you:

- are of Aboriginal and Torres Strait Islander Australian descent
- identify as an Aboriginal or Torres Strait Islander Australian or both, and
- are accepted as an Aboriginal or Torres Strait Islander Australian

### **Certification**

---

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

<Delegated Authority title>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification date: 28/01/2021