



Job Description Government Trainee

Position Number:	00029349	FTE:	1.0
Directorate:	Service Resource Management	Branch:	Muresk
Location:	Northam	Position Status:	Temporary
Agreement/Award:	Public Service Award 1992 Public Service CSA General Agreement 2021 or as replaced		

Reporting Relationships

Reports to:

Manager Business Development, Level 7

Other officers reporting to the above office:

Senior Project Officer, Level 6

Work Health and Safety Consultant, Level 5

This Office – officers under direct responsibility:

No direct reports

Key Role Statement

The Trainee undertakes an employment-based training program to achieve a nationally recognised qualification with the Department of Training and Workforce Development.

A variety of administration and office skills are learned on the job through a structured training plan to enable the Trainee to prepare for a career in the public sector.

Key Responsibilities

- Provides administrative and operational support to the whole of Muresk including Client Services, Business Development Unit and the Farm Enterprise.
 - Operates office technology effectively to complete administrative tasks.
 - Provides support for meetings and projects.
 - Assists in ensuring delivery of quality products/services to internal and external customers.
 - Participates in continuous improvement within the team.
 - Works efficiently and effectively with people from diverse backgrounds and contributes to team activities.
 - Undertakes training and learning responsibilities, in accordance with traineeship requirements.
 - Contributes to workplace safety.
 - Other duties as required in accordance with branch workload priorities.
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Selection Criteria

Essential

- The ability to work under direct supervision to meet timelines and priorities.
 - The ability to communicate effectively with a wide range of people through the use of written, verbal and interpersonal skills.
 - The ability to work within a team environment and a commitment to work with others to achieve positive outcomes.
 - Demonstrated computer skills.
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Other Requirements

- May be required to work from any Department worksite.
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CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

For Branch Director:

Name: Andrew Orford **Position:** A/General Manager Muresk Institute

Signature:  **Date:** 13/12/2022

Delegated Authority:

Name: Russell Brown **Position:** Executive Director Service Resource Management

Signature:  **Date:** 14/12/22

HR USE ONLY

Date Registered on Content Manager: 16/12/2022.

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