



Job Description Form

Trainee (Generic)

Aboriginal Traineeship Program

Position details

Classification Level:	TRAIN
Award/Agreement:	PSA 1992 / Public Sector CSA Agreement (and subsequent agreement/s)
Position Status:	Temporary
Organisation Unit:	Various
Physical Location:	Various

Reporting relationships

Responsible to: Various

This position: Trainee – TRAIN

Direct reports: NIL

Overview of the position

The Trainee will experience various business areas of the organisation and is responsible for providing administrative support to their employing division whilst completing both 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 Department's Aboriginal Traineeship Program, 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

- The Aboriginal Traineeship Program is an Affirmative Measure program intended to increase representation of Aboriginal and Torres Strait Islander people within the workplace. Therefore, pursuant to section 51 of the *Equal Opportunity Act 1984* (WA), consideration will only be given to those that identify and are accepted as an Aboriginal and 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.

Assistant Director

Signature: _____ Date: October 2023

HR certification date: October 2023