

Duty Statement

Role Title:	KickStart Trainee	Level:	Training Wage Award State 2012
Division:	To Be Confirmed	Vacancy Reference:	1641, 1642
Department:	To Be Confirmed	Position Status:	Fixed term 12 Months
Section:	To Be Confirmed	Location:	Dalby
Reports to:	Sydnee Roberts, Career Development Officer	Revised:	February 2025

Role Overview

Based regionally individuals who identify as having a disability will have the opportunity to gain hands on work experience, in a safe and supportive entry level position, in one of Council's many teams.

With opportunity for flexible working arrangements, and ability to identify areas of interest, Council can provide Trainees with a variety of career development opportunities. Individuals are empowered to set and achieve their own personal or professional goals within a supportive team, as well as complete a qualification according to their skill set or interest.

Council is committed to supporting a diverse, flexible, and inclusive workforce and culture that empowers individuals of all backgrounds and abilities to reach their full potential.

If you are driven, friendly, passionate, and confident individual, who identifies as having a disability and a can-do attitude? Join our team as a Trainee!

Work placement location, position type and qualification will be negotiated based on the applicant's preferences outlined in the application.

Council's KickStart Disability Traineeship positions will be finalised dependent on applicant's interests, skills, and ability.

Positions may be available in the following Council teams:

- (1) Libraries;
- (2) Parks and Open Spaces;
- (3) Works;
- (4) Tourism;
- (5) Cinemas;
- (6) Records Management; and
- (7) Administration.

Duties will be assigned dependent on applicable work placement, and could include the following:

- (1) Treat weeds and plant pests;
- (2) Support the Parks and Open Spaces team with landscaping work;
- (3) Perform watering, pruning, and planting of trees and shrubs;
- (4) Operate small hand or electrical tools;
- (5) Basic vehicle maintenance;
- (6) Various library or administration support;
- (7) Assisting with general data entry;
- (8) Undertaking basic research and data analysis;
- (9) Assist and support general administrative duties such as photocopying, scanning distributing correspondence and filing;
- (10) Typing and data entry;

- (11) Mail collection and delivery;
- (12) General customer enquiries;
- (13) Able to accept direction and supervision;
- (14) Undertaking other duties as may be required from time to time or as directed by Supervisor; and
- (15) Completing theory, assignments, and exams as part of this traineeship

Skills & Qualities Required:

- (1) Willing to learn;
- (2) Can-do attitude;
- (3) Able to get on well in a team;
- (4) Reliable and punctual.

Our Organisation

Western Downs Regional Council is a dynamic organisation committed to providing outstanding service to the local community. Everything we do is underpinned by our positive culture and internal brand which includes being an organisation that cares about its people and their safety, is future focused and strives to make a real difference to our community. Our behaviour reflects our organisational values: **Communication, Leadership, Respect, Balance, Teamwork, and Accountability.**

Culture Statement

Here at Western Downs Regional Council - It's The People That Make It! We act as one, committed to empowering productive teams with our people enjoying high levels of personal job satisfaction.

Safety First

Western Downs Regional Council is committed to fostering a Safety-First work environment that eliminates or manages hazards that have the ability to cause injury or illness to our employees, communities, assets, and customers. Council's Safety-First values include pre-employment medicals and random drug and alcohol testing.

Fraud Statement

Council has zero tolerance towards fraudulent and corrupt conduct and is committed to the prevention and detection of these activities, and to high standards when dealing with breaches and wrongdoing.

Human Rights

Western Downs Regional Council is committed to protecting and promoting human rights and to building a culture within Council that respects and promotes human rights and as such will respect, protect, and promote human rights in our decision making and actions.

Risk Management

Council creates an environment where all staff will be aware of and take responsibility for, managing risk.

Additional Information

- An OH&S Construction Induction White Card is essential for some positions. You must be willing to obtain a OH&S Construction Induction White Card prior to commencement, if applicable.
- To apply for this position, submit an application including a cover letter and resume online via Council's website <https://www.wdrc.qld.gov.au/about-council/current-vacancies/>

Employee Signature

Name: [candidate_name]

Signature: [acceptance_status]

Date: [acceptance_date]

