

## Position Description

<b>Role Title:</b>	School Based Trainee	<b>Level:</b>	To be determined
<b>Division:</b>	Corporate Services	<b>Vacancy Reference:</b>	1695
<b>Section:</b>	To be determined at employment	<b>Location:</b>	Dalby
<b>Reports to:</b>	Sydnee Roberts, Career Development Officer	<b>Revised:</b>	February 2025

### Role Overview

The School Based Trainee will carry out tasks related to the agreed upon field.

### Key Responsibilities

This role encompasses a range of duties and responsibilities which may vary as directed by Council. The key ones include:

- (1) Carrying out daily duties as per work procedures to meet schedules as directed by supervisor.
- (2) Carrying out work in accordance with Council's work health and safety obligations and responsibilities.
- (3) Working in accordance with the organisations policies and applicable laws.
- (4) Completing theory, assignments, and exams as part of this traineeship.

### Critical Competencies

Suitability for this position will be based on experience, application, achievement, and potential in the following critical competencies as they link to the key responsibilities for this position.

Proven/Demonstrated experience in:

- (1) Sound level of literacy and numeracy skills.
- (2) Sound general information technology knowledge, including Microsoft Office Software.
- (3) Strong work ethic and analytical problem-solving skills.
- (4) Sound analytical and problem-solving skills and attention to detail.
- (5) Demonstrated strong work ethic, self-motivation, and reliability.
- (6) Ability to work in a team as well as autonomously.
- (7) Following regulations and safety procedures and providing assistance to others when necessary.

### Required Knowledge / Qualifications

A person in this position will need to be in grade ten or eleven at school in the year which they commence the traineeship. It is also highly desirable for the successful candidate to have a basic understanding of their preferred working area.

- (1) Applicant will be required to complete the agreed qualification within the contracted period.
- (2) Applicant may be required to undertake pre-employment literacy and numeracy tests.
- (3) An OH&S Construction Induction White Card is essential for some positions. Applications must be willing to obtain a OH&S Construction Induction White Card prior to commencement if applicable.
- (4) Applicants may be required to undertake a pre-employment Police Check (if applicable).
- (5) Applicant may be required to undertake a pre-employment medical (if applicable)

Mandatory Vaccinations (or a valid and verifiable contraindication) are to be evidenced when requested by Council.

### 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

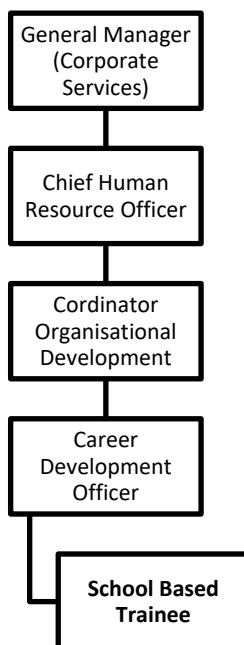
Western Downs Regional Council is committed to protecting and promoting human rights and to building a culture within Council that respects and promotes human rights and as such will respect, protect, and promote human rights in our decision making and actions.

### Risk Management

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

### Additional Information

- This position has no financial delegations - refer to the delegations register.
- The reporting relationship for this position is shown below:



### Employee Signature

**Name:** [candidate\_name]

**Signature:** [acceptance\_status]

**Date:** [acceptance\_date]

