

Scenic Rim Regional Council



POSITION DESCRIPTION

Position Title:	Trainee - Human Resources	Portfolio:	People and Strategy
Position Number:	206014	Business Unit:	N/A
Position Reports To:	Senior Human Resources Officer	Team:	N/A
Classification Level:	N/A	Status:	Temporary Full Time
Agreement:	Scenic Rim Regional Council Enterprise Bargaining Certified Agreement 2012-2014		
Award:	Training Wage Award - State 2012 and Queensland Local Government Industry (Stream A) Award - State 2017		
Terms and Conditions:	Order - Apprentice and Trainees Wages and Conditions (Excluding Certain Queensland Government Entities) 2003		
Position Objective:	As the Trainee in Human Resources, you will be required to assist with administrative activities relevant to a human resource environment, including providing assistance to the teams within People and Strategy. You will gain experience through a combination of on-the-job training and experience, combined with online learning.		

Our Values

<p>Communication We actively promote clear, concise and open discussion between staff, Council and communities</p>	<p>Respect We act respectfully to each other, accepting each person's individuality and their role.</p>
<p>Teamwork We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.</p>	<p>Honesty We act with integrity and when we ask an honest question, we get an honest answer.</p>
<p>Accountability We accept ownership of our role and responsibility for our actions.</p>	<p>Trust We build strong relationships that we believe in and rely on.</p>
<p>Staff worth Our actions demonstrate that our people matter.</p>	<p>Quality We have pride in whatever we do, and strive to do it well</p>

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Key Responsibilities

Fulfil the accountabilities of this role in accordance with Council values and as varied from time to time to achieve Council objectives. Key responsibilities include the following:

- Assist with general administrative duties which may include data entry, typing of standard correspondence, database maintenance, collating recruitment and training files, registering documents and undertaking filing duties
- Assist with answering telephone calls and taking concise messages in a courteous and professional manner
- Assist with preparing training materials and setting up a training room environment for learning and development activities
- Undertake studies associated with Certificate III in Business (BSB30120).
- Comply with Council policies, procedures and instructions to deliver quality and safe services.
- Maintain accountability and appropriate use of information systems and maintain vigilance to comply with record keeping requirements.
- In accordance with the Work Health and Safety Act 2011, take reasonable care for your own health, safety and wellbeing and take reasonable care to protect the health, safety and wellbeing of others.

Skills, Knowledge and Experience

Formal Qualifications/Technical skills

- Successful completion of Year 12 and/or successful attainment of Certificate I/II in Business

Knowledge

- Basic knowledge of various uses of software such as preparing standard letters and general data entry
- Knowledge and interest human resource management practices and adult education
- Keen to learn, motivated to achieve goals and eager to build a career within an office / administrative environment

Experience

- A sound understanding of Microsoft Office with the ability to learn new computer systems quickly, and possess accurate keyboarding skills
- Ability to solve basic problems, ensuring attention to detail is maintained, and completing tasks in a timely manner
- Ability to communicate with all levels of staff and members of the public

Organisational Competencies

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CUSTOMER FOCUS	Identifies clients' needs and tailors services to meet these needs, and provides additional information and/or support
COMMUNICATION	Communicate clearly through active listening and written communication, considering the audience and writing in a way that is logical and easy to follow.
TEAMWORK AND COLLABORATION	Works cooperatively within a team and contributes to the team goals.
RESULTS	Experience in setting and achieving work goals, meeting priorities and deadlines in a fast paced environment.

Organisational Relationships

- This position is responsible for Nil direct reports.
- Service provider to all staff across Council and members of the public.