



APPLICATION PACKAGE

Administration Trainee

Hourly Wage between \$22.79 to \$23.552
Level 1 or 2, Local Government Industry Award 2020

A great full-time opportunity has opened to join the team at the Brookton Community Resource Centre and the Shire of Brookton as an Administration Trainee on a 12-month contract. The Traineeship will be a full time, 12-month contract, and will involve completion of certification in one of the following:

- Cert II Business;
- Cert III Business Administration;
- Cert II in Printing and Graphic Arts (Desktop Publishing); or
- Certificate II in Community Services.

The trainee will work within the Brookton CRC and Shire of Brookton offices.

To be considered the applicant will have:

- ability to collaborate within a team setting.
- willingness to learn new skills and programs.
- discretion when dealing with customer information.
- a friendly and helpful disposition.
- efficient verbal and written communication skills.

In return the Shire is offering a remuneration package including:

- Hourly wage of between \$22.79 to \$23.552;
- Superannuation of up to 15.5%;
- 4 weeks annual leave per annum with leave loading; and
- 2 x recreation days per year.

Further information is available on the Shire's website at

<https://www.brookton.wa.gov.au/council/employment/employment.aspx>

Confidential enquiries about the position should be directed to Ms Hazel Martin, Brookton CRC Coordinator at the Brookton CRC on 08 9642 1377.

Applications should be addressed to the Brookton CRC Coordinator or emailed to hazel.martin@brookton.wa.gov.au marked "Confidential – Administration Trainee", by **4pm, Friday the 16th of December 2022, with position to commence at an agreed time in January 2023.**

APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry. It is Council's intent to select the best possible applicant for this position and we wish you well with your application.

Please visit our website at www.brookton.wa.gov.au for further information about the Shire of Brookton. Further information about the Brookton CRC is available on our website at www.brooktoncrc.com

Your application should consist of at least:

Covering Letter

A letter addressed to the coordinator applying for the position and stating your anticipated commencement date if successful.

Resume/Curriculum Vitae

A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

Applications

Please provide your cover letter on a single sided A4 paper.

Applications can be mailed, emailed to hazel.martin@brookton.gov.au or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION
Attn: Hazel Martin
Community Resource Centre
89 Robinson Road
BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

The closing time and date for applications is **4pm, Friday the 16th of December 2022.**

GENERAL EMPLOYMENT INFORMATION

Salary Package:

The offered Annual Salary Package includes:

COMPONENT	FROM	TO
Base Salary (cash component)	22,516.52 (22.79 per hour)	23,237.76 (23.52 per hour)
Superannuation (10.5%)	2,364.23	2,439.96
Superannuation 5% - subject to employee matching	1,125.83	1,161.89
Package Total	26,006.58	26,839.61

There is no Shire accommodation allocated to this position.

Workplace Address:

The Trainee will work within two offices:

- Brookton Community Resource Centre, 89 Robinson Road, Brookton.
- Shire of Brookton Administration, 14 White Street, Brookton.

Your “workplace” i.e. your normal place of commencement of duties each day, may change to suit the Shire’s requirements. Should this occur, reasonable notice will be given.

Award and Enterprise Agreement

All conditions are in accordance with the Local Government Industry Award 2020.

Contract of Employment

Fulltime / 12 month contract

Probationary Period

This position has a six-month probationary period as per Council policy.

Hours of Work

The regular hours of work are 76 ordinary hours per fortnight as per the Local Government Industry Award 2020. The likely hours include

Day	Work Hours	Lunch	Hours Worked	Working From
Monday	8am – 4.30pm	30min	8hr	Shire Office
Tuesday	9am – 5pm	30min	7.5hr	CRC
Wednesday	9am – 5pm	30min	7.5hr	CRC
Thursday	8am – 4.30pm	30min	7hr	CRC
Friday	8am – 4.30pm	30min	8hr	Shire Office
TOTAL:			38hr	

Local Government Recreation Days

Council provides two days each year that are normally taken during the Council approved, Shire closure period, between Christmas, and New Years each year. Or as otherwise approved by the CEO.

Classification:

Level 1 or 2 depending on experience and qualifications. This classification is in accordance with the Local Government Industry Award 2020.

Salary Rate

The rate of pay applicable to this position is level dependent on experience.

	Weekly		Hourly	
	FROM	TO	FROM	TO
Total	\$866.02	\$893.76	\$22.79	\$23.52

Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

Overtime

Eligibility for payment for and the conditions associated with the working overtime are in accordance with the provisions of Clause 24 of the Local Government Industry Award 2020.

Except as otherwise provided, overtime will be paid at the rate of time and a half for the first two hours and double time thereafter. Overtime worked on a Sunday will be paid at the rate of double time

Salary Increases

Your salary will increase automatically in accordance with the provisions of the Local Government Industry Award 2020.

Superannuation

Compulsory Occupational Superannuation contributions (currently 10.5% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the AWARE Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 5%. Subject to compliance with legislative requirements your additional superannuation contributions may be made on a salary sacrifice basis.

Meal Break

An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

Personal Leave:

Paid personal leave is available to you when you are absent due to the following:

- Sick leave
- Carer's leave
- Compassionate leave

Sick Leave/Carers Leave

You are entitled to Sick Leave or Carer's leave. You will accumulate 10 days of Sick Leave/Carer's leave each year.

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence. Unused portions of entitlement to paid personal leave shall accumulate from year to year.

You are entitled to get 2 days unpaid carer's leave each time an immediate family member or household member of the employee needs care and support because of:

- Illness,
- injury, or
- an unexpected emergency.

Full-time and part-time employees can only get unpaid carer's leave if they don't have any paid sick/carer's leave left.

Compassionate Leave

You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family or household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

Annual Leave

You are entitled to a period of 4 weeks of Annual Leave per year of service on a pro-rata basis.

A 17.5% loading calculated on your base rate of pay will apply to payment for period of Annual Leave.

An Employee may purchase, through a written request, an additional annual leave entitlement from the Shire under the following conditions:

- a) The purchase of additional leave by the employee is at the employee's 'standard' hourly rate, up to a maximum of 5 working days per year (leave loading does not apply).
- b) The payment of additional annual leave by the employee:
 - i. Must be completed prior to the leave being taken.
 - ii. may be deducted (subject to written consent) from the employee's fortnightly pay over a period of no greater than 12 months, and for a period as agreed with the CEO.
- c) The taking of additional annual leave:
 - i. is to be formally applied for and approved by the Chief Executive Officer at least 1 month prior to the leave being taken; and
 - ii. must be taken within a 12 month period.

An employee may request an increase in their annual leave allocation by an additional one week (pro-rata) based on a full waiver of their current 17.5% leave loading entitlement, subject to the following conditions:

- a) The request must be presented to the CEO through a written application.
- b) A deed of acceptance must be executed between the employee and CEO acknowledging the agreed amendment will constitute a change in employment conditions that is binding on both parties.

TITLE: ADMINISTRATION TRAINEE

PURPOSE: To provide quality administration and customer services to the Shire of Brookton ensuring administrative tasks are completed in an efficient and professional manner while studying a certificate in Business Administration.



KEY RESPONSIBILITIES	REQUIREMENTS
<p><u>Customer & Administrative Services</u></p> <ul style="list-style-type: none">• Provide a high level of customer service delivery in accordance with the Shire’s Customer Service Charter, including but not limited to:<ul style="list-style-type: none">- Respond (as the first respondent) to enquiries and requests both over the counter, telephone and email.- Take messages and action items, as required.- Work in collaboration with the Community Resource Centre and Shire Administration teams so that a high level of customer service is achieved and maintained.- Maintain stationery, printing and cleaning supplies, including all request for quotes and orders as requested.- Exercise confidentiality in all duties and handle sensitive matters diplomatically as appropriate.- Perform other duties as required within the scope of this position and within the employee’s skills.- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work and ensure that OH&S responsibilities are met and promoted by complying with the Shire’s OH&S policies and procedures, and relevant legislative requirements to maintain safe work practices and a safe working environment.- Ensure all duties are carried out in a professional manner consistent with the Shires Code of Conduct, Council policies and procedures. • Completion of a Certificate in accordance with Training Contract<ul style="list-style-type: none">- Ensure assignments are completed and submitted in a timely manner.- Ensure all units of competency are completed within the 12 months.- Keep line manager up to date with study plans and outcomes.	<p>Experience & Qualifications Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none">• Well-developed interpersonal skills.• Good numerical and literacy skills.• Minimum Year 10 education.• Ability to work as part of a team. <p><u>Desirable</u></p> <ul style="list-style-type: none">• Sound computer skills in MS Office suite, internet & email.• Word processing preferably MS Word <p><u>Behaviours:</u></p> <ul style="list-style-type: none">• Enthusiastic & willing to learn• Well-developed interpersonal skills.• Ability to initiate actions in a timely manner.• Ability to build partnerships and liaise at all levels within the Shire.• Willingness to contribute to team success.

<p><u>Conditions of Employment:</u></p> <p>CLASSIFICATION: Local Government Industry Award 2020 – Trainee.</p> <p>PERIOD: 1-year employment contract - 76 hrs per fortnight</p> <p>LOCATION: The position will be located at the</p> <ul style="list-style-type: none"> • Brookton CRC, 89 Robinson Road, Brookton; and • Shire of Brookton Administration Office, 14 White Street, Brookton. 	<p><u>Reporting Relationships</u></p> <p><u>Reports to:</u></p> <p>Manager Corporate and Community CRC Coordinator</p>
	<p><u>Incumbent:</u></p>
<p>This position has been reviewed in November 2022</p>	<p><u>Name:</u></p> <p>Date:</p> <p>Signature:</p> <p>DIRECT MANAGER:</p> <p>Name:</p> <p>Date:</p> <p>Signature:</p>

Organisational Structure

(August 2022)

Full Time Employee (FTE) Count
 Executive Directorate – 4.6 FTE
 Projects Directorate -1 FTE
 Corporate Directorate – 9 FTE
 Infrastructure Directorate – 14 FTE
 Total - 28.6 FTE

