

Position Description

Position Title	Trainee Strategy Position Description
Position Classification	Trainee Level
Position Status	2 Year Traineeship
Allowances	Nil

SPECIAL CONDITIONS

Some out of hours work will be required in the delivery of Council work. If required to work outside of work hours, payment will be in accordance with the Local Government (State) Award and Council practice.

This is a two-year traineeship and as such, there is no guarantee of ongoing employment post the completion of this period. Successful completion of course requirements will be required for ongoing employment during this traineeship.

REPORTING STRUCTURE OF POSITION

GENERAL MANAGER		
Leadership team		
Subject matter experts to mentor you on the job		
Operators with years of experience		
Training team	TRAINEE	WHS/HR team
Training Providers		Great mates!

PERSON SPECIFICATION

Requirement	Descriptor
<i>Attitude to work</i>	<i>Demonstrates a positive work attitude and behaviour as well as a commitment to good work values and ethics</i>
<i>Motivation to work</i>	<i>Demonstrates a level of motivation to complete tasks at a high level and within timeframes</i>
<i>Reliability punctuality</i>	<i>Turns up to work on time each day ready to do a good day's work</i>
<i>Willingness to learn</i>	<i>Is willing to learn new tasks every day and adapts well to change</i>
<i>Ability to give and receive feedback</i>	<i>Is confident and able to speak up as part of a team as well as be able to receive and accept feedback as part of learning</i>
<i>Following procedures and protocols</i>	<i>Can follow clear directions and instructions as well as procedures and protocols.</i>
<i>Completion of study</i>	<i>A demonstrated interest and ability to learn the specific requirements of the traineeship whilst working on the job</i>
<i>Licence</i>	<i>A provisional license is preferred. Council will consider L's in line with age</i>

POSITION RESPONSIBILITIES

**Each of these traineeships are different. This is a summary of each traineeship on offer. Please indicate your preferences in the online application form.*





Area of Traineeship	Duties, tasks and cool stuff you will learn:
Civil Construction	Study: Certificate III Civil Construction Focus on Concreting and Plant Operations Ideal Person: Interested in construction, concreting, projects and plant operations.
Horticulture	Study: Certificate III Horticulture Possible pathway to Arboriculture, Turf Management and Specialisation in Horticulture Ideal Person: Enjoys working outdoors with a passion for gardens, green spaces, trees and community presentation.
Irrigation and Sporting Ovals	Study: Certificate III Irrigation Contribute to the establishment and maintenance of recreational turf, preparation of sports turf playing surfaces, irrigation, pests and disease control as well as turf management practices. Ideal Person: Enjoys working outdoors, Interest in sporting ovals and green spaces
Sewer Treatment Plant	Study: Certificate III Wastewater Assist with the operation and management of the Sewer Treatment Plant to ensure the effective, efficient, and safe operations of the plant and infrastructure. Ideal Person: Environmentally conscious, mechanically minded and enjoy working outdoors.
Surveyor and Drone Operator	Study: Certificate IV Surveying Undertake land and civil surveying for Council works and projects which includes measuring, marking and delineation of boundaries as well as the measurement of ground contours for construction projects including set out, machine control and work as executed information. Ideal Person: Interest in Engineering, high level attention to detail and enjoy working outdoors in Construction/Project environments.
Agriculture and Saleyards	Study: Certificate III Agriculture Contribute to the maintenance and general duties of the Central West Livestock Exchange (CWLE) including administration duties on cattle, sheep and pig sale days, routine cleaning and plant operations. Ideal person: Enjoys working outdoors in an agricultural environment, good communication and customer service skills.
Community and Projects	Study: Certificate III Projects Provide support in the administration and delivery of Council's Tourism and Community Relations function to assist in the promotion, development and delivery of programs and events to support Council and the community. Ideal Person: Enjoys customer service and delivering community relations and events projects.
Business Support	Study: Certificate III Business Administration Provide high quality service to the internal business and external community through administrative support. Ideal person: Enjoys customer service, have high level communication skills and attention to detail.

KEY RELATIONSHIPS

Who	Why
Internal	
Managers	Support
Supervisors and Team Leaders	Guidance, direction, mentoring and support
Colleagues	Guidance and Support
Human Resources/ WHS Teams	Payroll, Learning and Development, WHS, IT and HR
External	
Training RTO	Traineeship delivery
Australian Apprenticeship Provider	Third party support

POSITION CAPABILITIES

LGNSW Capability Framework

Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Intermediate
	Displays Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Intermediate
	Think and solve problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational



Foundational



Intermediate



Adept



Advanced



Highly Advanced