

# POSITION DESCRIPTION

## Arts and Economic Development Administrative Support Trainee

Position number	TRAIN13	
Directorate	Community Strengthening	
Service unit	Arts and Economic Development	
Classification	As per National Training Wage Schedule in Schedule D – National Training Wage (Moorabool Shire Council Enterprise Agreement No 10, 2023)	
Employment type	Full time fixed term – 12 months	
Hours	76 hrs per fortnight	
Organisational relationships	Reports to	Senior Economic Development Officer
	Directly supervises	Not applicable
	Internal relationships	Arts and Economic development service unit team members, other Council staff
	External relationships	Customers, businesses, artists and other relevant external stakeholders
Probation period	6 months (applies to all new employees)	
Approved by (position title)	General Manager Community Strengthening	
Date	May 2025	
Position purpose	Moorabool Shire Council is the host employer of the Arts and Economic Administration Support Trainee and combines formally recognised training with practical work experience and on the job training. The Trainee will work in conjunction with highly experienced professionals and assist in the delivery of actions and activities within the directorates. The trainee will learn to provide support to Arts and Economic Development team, assist with delivering a range of administrative and other functions to support team objectives and help deliver administrative support across Moorabool Shire Council.	

## Key responsibilities and duties

Under supervision, and with guidance, perform a range of administrative duties that will assist in meeting the objectives of the Arts and Economic Development team, including:

- General administrative tasks across the work unit (e.g., creating meeting agendas and minutes, scheduling appointments and meetings, proof reading and formatting reports)
- Assist in keeping spreadsheets and other internal documents up to date
- Preparing and distributing internal emails
- Preparing copy for and collating the Arts and Economic development eNews
- Providing administrative and promotional support across a range of initiative such as Council's Christmas program, Business and Arts forums and events, Hide and Seek Festival and MAPP gallery.
- Preparing purchase orders and requisitions
- Achievement of project objectives and activities within agreed timelines
- Other general administrative duties as appropriate to the role

## Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, child abuse is prevented, and allegations of child abuse are properly and promptly responded to.

## Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

## General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under this Act for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.

- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

**This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.**

## Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

<b>Always</b>	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
<b>Often</b>	Used often but not as consistently to achieve position duties	30% - 60% of time
<b>Occasionally</b>	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

<b>Self-Management</b>	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> <li>•Personal impact</li> <li>•Emotional intelligence</li> <li>•Growth &amp; Resilience</li> <li>•Integrity</li> </ul>	<b>Always</b> (all roles)
<b>Communication</b>	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> <li>•Effective &amp; Audience Specific</li> <li>•Relationship Management</li> <li>•Negotiation</li> <li>•Influence</li> </ul>	<b>Always</b>
<b>Action &amp; Achievement</b>	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> <li>•Accountability</li> <li>•Decision making</li> <li>•Planning &amp; Prioritisation</li> <li>•Time Management</li> </ul>	<b>Always</b>
<b>Community &amp; Inclusion</b>	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> <li>•Collaboration</li> <li>•Diversity &amp; Inclusion</li> <li>•Customers &amp; Community Engagement</li> </ul>	<b>Occasionally</b>
<b>Innovation &amp; Change</b>	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> <li>•Continuous Improvement</li> <li>•Manage ambiguity</li> <li>•Change Management</li> </ul>	<b>Occasionally</b>
<b>Business Performance</b>	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> <li>•Financial Management</li> <li>•Risk Management</li> <li>•Data &amp; Analytical Literacy</li> <li>•Technology</li> </ul>	<b>Occasionally</b>

<b>Strategic Mindset</b>	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> <li>•Political Nous</li> <li>•Critical Thinking</li> <li>•Problem Solving</li> <li>•Direction &amp; Purpose</li> </ul>	<b>Occasionally</b>
<b>Leadership</b>	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> <li>•Humanistic</li> <li>•Future focused</li> <li>•Coaching &amp; Development</li> <li>•Inspirational</li> </ul>	<b>Occasionally</b>

## Classification definitions

<b>Accountability and extent of authority</b>	<p>Arts and Economic Development Administration Support Trainee is accountable and acts under the general supervision of the Senior Economic Development Officer.</p> <ul style="list-style-type: none"> <li>• Freedom to act in the position is limited by standards and procedures with clear objectives and frequent consultation and reporting outcomes to the Senior Economic Development Officer.</li> <li>• The trainee role is acknowledged as a learning position with skills and capabilities being developed through the duration of twelve months. Accountability is required for timely completion of tasks noting that additional support will be required to achieve traineeship standards of support to the Arts and Economic Development team.</li> </ul>
<b>Judgement and decision making</b>	<p>Support the Arts and Economic Development team and other officers of the Community Strengthening directorate by contributing to goals and Council policies and procedures within the context of a trainee.</p> <ul style="list-style-type: none"> <li>• Apply discretion to all matters with sensitivity and confidentiality.</li> <li>• Prepare written correspondence, reports and other requests within scope of understanding.</li> <li>• Use computer skills with attention to detail and accuracy.</li> </ul> <p>Guidance and advice is always available from the Senior Economic Development Officer.</p>
<b>Specialist skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Willingness to learn requirements that affect the functionality of the Arts and Economic Development Unit.</li> <li>• Develop an understanding of the organisational context, including relevant policies, regulations and precedents, unit goals, and an appreciation of the wider organisation goals.</li> <li>• Computer literacy skills, including but not limited to, Microsoft applications.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to problem solve and achieve positive outcomes for the directorates and organisation.</li> </ul>
Management skills	<ul style="list-style-type: none"> <li>• Ability to manage time, plan, and organise own work and set priorities to meet objective of the Arts and Economic development team within specified timelines.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>• Good communication skills (oral and written) with the ability to prepare routine correspondence and documents.</li> <li>• Show diplomacy and sensitivity handling issues and requests whilst maintaining confidentiality.</li> <li>• Work in a team environment and independently when required.</li> </ul>

## Qualifications, skills and experience

### Qualifications

- Completion of a Certificate III Business Administration is a key part of the position.

### Skills and experience

- A commitment to delivering valued customer service in a timely manner.
- Well-developed communication skills (written and oral) with the ability to develop strong working relationships both internally and externally.
- Ability to work collaboratively to achieve team outcomes.
- Willingness to learn and provide accurate administrative support withing a busy corporate environment including managing differing and changing priorities.
- Computer literacy skills across Microsoft applications, with attention to detail.

## Licences and registrations

- Nil

## Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg				✓
Manual handling – above 5 kg below 10 kg				✓
Working with arms above head				✓
Manual handling – lifting above shoulder				✓
Repetitive bending/twisting				✓
Using vibrating / powered hand tools				✓
Close inspection work				✓
Working in dusty / slippery / wet conditions				✓
Wearing safety shoes/boots (steel cap)				✓
Wearing hearing / eye protection				✓

Using chemicals				✓
Repetitive hand washing / cleaning				✓
Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)				✓
Working in cold (under 5 C)				✓
Driving vehicles				✓
Operating plant				✓
Using a keyboard	✓			
Writing by hand		✓		
Transcribing from hard copy		✓		
Audio transcription			✓	
Handling difficult customers onsite				✓
Handling difficult customers offsite				✓
Making decisions that impact on other employees (disciplinary / restructure / investigation)				✓
Other _____				

## Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

<b>Employee Acceptance:</b> <i>(name and signature)</i>	
<b>Date:</b>	

**PLEASE NOTE:**

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.