

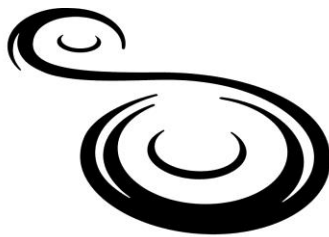
Application Package for the position of

BUSINESS ADMINISTRATION TRAINEESHIP

Four (4) positions available

Temporary Full-time (12-months)

with



Somerset
REGIONAL COUNCIL

A traineeship with Team Somerset offers the opportunity to undertake a nationally recognised qualification while learning on the job.

To make application, please submit your Resume and completed Application Form with a cover letter outlining your interest in the role and how your experience, qualifications, knowledge and skills fit the requirements of the role.

Should you require any further information or clarification regarding the position or the recruitment and selection process, please contact our Human Resources section on (07) 5424 4000.

Applications close at 5pm Friday 10 January 2025



INFORMATION SHEET - TRAINEE - BUSINESS ADMINISTRATION

Position Objective:

The objective of the position is to assist with the provision of efficient and effective administrative support to the relevant Department area while undertaking a **Certificate III in Business Administration**.

The trainee will also assist with the delivery of services and programs across various business units, while demonstrating a sound level of judgment, initiative, confidentiality, and sensitivity to duties ensuring activities are aligned with organisational goals and strategic direction.

The successful applicant will:

- Possess sound literacy and numeracy skills.
- Show initiative, enthusiasm and be a self-starter.
- Have developed communication skills and the desire to provide quality work.
- Have personal characteristics of diligence, integrity and the ability to work as part of a team.
- Have the ability to quickly acquire knowledge of general work area procedures and practices.
- Have the ability to undertake and complete a Certificate III in Business Administration with a Registered Training Organisation.
- NOT have commenced a traineeship and/or completed a qualification at or above the level of the traineeship.
- Have a general interest in employment opportunities in office administration.

Tasks will include:

- Assist with general office and administration duties ensuring the overall efficiency of the department area.
- Assist in the provision of support and assistance with various departmental functions, exercising sound judgement, initiative, sensitivity and confidentiality.
- Assist Council officers to provide accurate and timely information and assistance to internal and external customers, utilising all available resources.

Salary and Conditions:

- Employment conditions and wages are in accordance with: Queensland Local Government Industry (Stream A) Award – State 2017; Training Wage Award – State 2012; and Somerset Regional Council Officers Certified Agreement – 2023.
- Trainees will be expected to be able to provide their own transport to the workplace to accommodate the expected working hours between 8am and 5pm from Monday to Friday based on a nine (9) day fortnight.
- The Trainee will undertake and successfully progress through, from commencement to completion, a Certificate III in Business Administration with a Registered Training Organisation.
- Training will be provided by a Registered Training Organisation in accordance with the applicable training plan.
- The successful applicant must be prepared to undertake all necessary TAFE studies in their own time if required.
- The successful applicant may be based at Esk and will be required to commence before 30 June 2025.
- All trainees are placed on a probationary period of three (3) months upon commencement.

Training:

Training is funded by the Queensland Government through the First Start program under the *Skilling Queenslanders for Work* initiative.

Applications:

Applications are to be forwarded to Somerset Regional Council, PO Box 117, Esk Qld 4312 or jobs@somerset.qld.gov.au **by 5pm Friday 10 January 2025**.

To apply, please submit a Resume, completed Application Form and a cover letter outlining your interest in the role/s and how your experience, qualifications, knowledge and skills fit the requirements of the role/s.

For further information please contact the Human Resources section of Somerset Regional Council on 07 5424 4000 or by email to jobs@somerset.qld.gov.au.



APPLICATION FORM TRAINEE - BUSINESS ADMINISTRATION

Traineeship Eligibility Questionnaire

This traineeship opportunity is made available by Council with the assistance of Government funding. Certain information (including date of birth) is required from applicants to confirm eligibility. Approval for Australian Government funding is subject to assessment by an Australian Apprenticeships Centre

Full Name			
Address			
Phone number		Mobile number	
Date of birth		Email address	

Please select Department area/s of interest to undertake Certificate III in Business Administration (*you may select one or more Department areas*):

- Customer Service
- Finance
- Operations
- Records

A general overview of each department is provided below.

Customer Service – The Customer Service department is the community’s first point of contact with Council. Enquiries from the community are received in person over the front counter, via telephone or email. The customer service team are responsible for identifying customer needs and expectations, ensuring customers receive an effective service by being efficient, knowledgeable and consistent in delivery, with the objective of achieving first contact resolution where possible.

Finance – Council’s Finance department is responsible for monitoring and providing advice on the financial performance of council. The department is responsible for rates, billing, procurement, stores, payroll, financial reporting and budgeting.

Operations – Council’s Operations department is large and diverse and is responsible for regular maintenance and upgrades of council assets, including roads, buildings and parks. Other functions performed within the Operations department includes waste management, cemeteries, fleet maintenance and repair, disaster management, design and project management.

Records – Council’s Records department is responsible for the provision and maintenance of records management. Duties may include classification, scanning and distribution of inward correspondence; archival and destruction of documents; collection, opening and sorting of correspondence; distribution and collection of correspondence.



For funding reporting requirements, please indicate below which categories are applicable to you (please mark all applicable boxes):

Do you identify with any of the following groups (any of these groups assist eligibility):

- Aboriginal and Torres Strait Islander No Yes
 Migrants and refugees from culturally and linguistically diverse backgrounds..... No Yes

If yes, please advise brief details of your ethnic/cultural background:

.....

- Person with a disability No Yes

If yes, please provide brief details of disability:

.....

- Are you a displaced worker (that is, lost employment with another employer) No Yes

If yes, please provide brief details of previous employment:

.....

- Are you a woman re-entering the workforce No Yes

If yes, please advise brief details surrounding your current situation:

.....

- Are you currently on any government benefits? (e.g. Newstart or Disability) No Yes

If yes, please advise details of current benefit:

.....

- Long-term unemployed job seeker No Yes

- Are you currently registered with a job network provider? No Yes

If yes, which job network provider:

.....

- Young person, aged 15–24 years (including those in and transitioned from out-of-home care)..... No Yes

- Mature-age job seekers (45 years or older)..... No Yes

- Veterans / ex-ADF personnel and / or their families No Yes

- Do you hold any current qualifications – either Certificate, Diploma or University Degree Level..... No Yes

If yes, please provide details of all qualifications currently held:

.....

- Australian citizen or have permanent residency status..... No Yes

- Resident within the Somerset Region..... No Yes



Have NOT commenced a Traineeship / Apprenticeship and / or have NOT completed a qualification at or above the level of the Traineeship I am currently applying for..... No Yes

Please forward this form, **together with your cover letter and recent resume** by **5pm Friday 10 January 2025** to Somerset Regional Council, PO Box 117, Esk Qld 4312 or email to jobs@somerset.qld.gov.au.

APPLICANT AGREEMENT:

I agree to supply original or copies of academic qualifications and transcripts of results and/or other documentation if required. I also agree for Somerset Regional Council to contact referees and relevant educational institutions for verification purposes.

Signature: **Applicant:** **Date:**

Signature: **Parent / Guardian**..... **Date:**
(If under 18 years of age)

This form is confidential and is a guide only for government funding eligibility. Approval for Australian Government funding incentives is subject to assessment by an Australian Apprenticeships Centre. Council collects personal information for the purposes of recruitment, selection and administering employment. Personal information will not be disclosed unless required by law or the candidate has given their consent. For further information, refer to Council's Privacy Statement.



ABOUT SOMERSET

Our Values



Our Vision

The Somerset region, with its unique identity and proud heritage, is vibrant, cohesive and connected, providing the foundations for a prosperous rural lifestyle.

Our Mission

To provide leadership in making locally-responsive and informed decisions, focussing on our customer's needs to deliver the highest-quality efficient services and facilities to all communities of the Somerset region

Lifestyle and Liveability

Located in the heart of south-east Queensland, [Somerset](#) is a large region of lakes and landscapes, in fact we've got 5,382km² of countryside for you to explore.

We're home to the Brisbane Valley Rail Trail, Australia's longest recreational rail trail, 161km of high-quality track just waiting for you to cycle, hike or horse-ride. Our lakes are second to none and the perfect spot to drop a line or take a dip. Thrill seekers are covered with a range of outdoor adventures from skydiving to horse-riding.

Somerset also boasts an abundance of art galleries brimming with creations produced by local, national and international artists. Council's iconic art gallery, The Condensery, attracts high profile artists from across the country and offers regular exhibition opening nights and workshops.

Our small friendly towns have everything you need for a rural lifestyle with the convenience of being a short drive to Brisbane or Toowoomba. Sporting and cultural activities are plentiful, as are community events, and we even have an old-school picture theatre.

Rush hour traffic? Forget it. When you live and work in Somerset, the work commute is likely to be through hills or paddocks under big blue skies. Parking is never a problem, and it's free. When you take a job with Somerset Regional Council, you're making a lifestyle choice.

Location and Brief History

Somerset Regional Council was formed on 15 March 2008 following the amalgamation of Esk Shire and Kilcoy Shire Councils.

Somerset Regional Council has a Mayor and six (6) Councillors, each elected by their constituents and serving a four (4) year term.



This regional local government is an hour west of Brisbane and is the fastest growing local government area in south-east Queensland. It has strong agricultural, environmental, heritage and tourism values. It contains important vegetation and forest, areas of high scenic and landscape amenity and significantly, the key water catchments for southeast Queensland.

The Somerset region includes the five major townships of Esk, Fernvale, Kilcoy, Lowood and Toogoolawah. The region is home to approximately 25,000 people and is expected to grow to an estimated 34,500 by 2031. Somerset's neighbouring local governments are Lockyer Valley, Ipswich City, Brisbane City, Moreton Bay, Sunshine Coast, Gympie, South Burnett and Toowoomba.

Somerset Regional Council's logo represents the region's two major dams, with the larger body of water representing Wivenhoe and the smaller body being Somerset. The overall shape of the icon with the water flowing from Somerset to Wivenhoe creates the shape of a clear "S", which uniquely identifies this water graphic to be that of Somerset Regional Council.

Additional Information

Additional information about Somerset Regional Council can be found at www.somerset.qld.gov.au.

JOB APPLICATION GUIDELINES

Thank you for your interest in this advertised position with Somerset Regional Council.

The following guidelines have been prepared for prospective candidates and include explanation on how to submit an application for employment with Team Somerset.

Applying for a job can be stressful so we have aimed to make our application process as simple as possible while gathering all the vital information required. Below is a summary of the application process which we encourage you to read before commencing your application.

Position Description

The position description, listed in the application package, is the major source of information regarding the position you are applying for.

You should read this document carefully. It includes the following information:

- Details of the position
- Primary delegations, accountability and responsibilities
- Reporting / responsibility lines
- Performance criteria and measurements.

Applying - what do I need to submit?

Resume

All applications must include a resume or curriculum vitae detailing your:

- Full name
- Current contact details including address, email and phone number
- Concise description of your employment experience, including dates
- Qualifications and achievements
- Names, position titles and contact numbers of at least two (2) recent referees.



Cover letter Your cover letter is an important element of the application, and it's where you can showcase how your experience, qualifications, skills and knowledge meet the specific requirements of the vacant role as listed in the position description.

Your cover letter should also contain information about you that outlines your interest in the vacant role and any unique skills / abilities that make you a good fit for the position.

The Selection Process

All applications are assessed against the responsibilities and functions of the vacant role as outlined in the position description taking into consideration the following:

- Qualifications
- Relevant work experience
- Underpinning knowledge
- Skills and abilities.

Once shortlisted, suitable candidates will be contacted for interview. This will take in person or in some instances, via TEAMS.

The Interview

Should you be invited to attend an interview it is important that you plan and prepare adequately. The interview provides the opportunity for the selection panel to confirm your experience, qualifications, knowledge, skills and personal qualities against the requirements of the role.

It also provides you with the opportunity to find out more about the position and Council.

All interviews are conducted by a selection panel, which would usually consist of two (2) to three (3) Council officers. During the interview you will be asked a series of questions to determine how well you meet the requirements of the role.

You will be notified of the outcome following the interview process. If you are unsuccessful, you will have the opportunity to obtain post-selection feedback from the HR team upon request.

Closing Date

Applications should be submitted before the closing date for the position and should be forwarded to:

Email jobs@somerset.qld.gov.au
Post Chief Executive Officer, Somerset Regional Council, PO Box 117, Esk Qld 4312
Deliver Chief Executive Officer, Somerset Regional Council, 2 Redbank Street, Esk

The position reference number must be included in your cover page. No folders please.

It is recommended each applicant contact Council to ensure the sent application has been received prior to the closing date.

If your application is likely to be late, please telephone before cut-off deadline and request permission for a late application to be accepted. Please note, only the Chief Executive Officer has the ability to accept a late application, and without prior approval it is unlikely to be accepted.



Privacy Collection Notice

All personal information provided by applicants is protected in accordance with Council's Information Privacy Policy. As set out in the policy, Council respects and complies with its obligations under privacy legislation.

Submission of an application, resume and copies of qualifications and references constitutes permission to use the applicant's personal information as necessary for the purpose of selection for the vacant position and subsequent employment, if successful.

The information you provide as an applicant is used primarily by the selection panel to assess merit for a position. Access by other Council staff is limited to what is required to enable them to undertake associated administrative requirements, e.g. processing applications, arranging interviews and/or pre-employment assessments.

Consequently, any personal information gathered about applicants that does not become an employee record relating to the successful candidate/s will be destroyed at the conclusion of the selection process, unless the permission or consent of the candidate has been obtained to keep any such information.

CONDITIONS OF EMPLOYMENT

Pre-Employment Checks

As per Council's Fraud Management Policy, successful applicants will be requested to undergo a National Police Check prior to commencing work with Somerset Regional Council with the outcome acceptable to the Chief Executive Officer.

Other pre-employment checks, with outcomes to be acceptable to the Chief Executive Officer, may also be required including but not limited to:

- Medical / Functional Capacity assessment (including drug and alcohol screening)
- Blue Card for working with children.

Probation

It is a standard for all Council employees to be placed on a probationary period of three (3) months upon commencement with performance being reviewed during this period.

A further probation period of up to three (3) months may be agreed to in writing if the required standards have not been met.

Hours of Work

Permanent full-time employees currently work a 76-hour fortnight, incorporating a nine-day fortnight. The times below are the general start and finish times for the team. Some sections may work different hours depending on work requirements.

Field personnel

Start: 6am
Finish: 3pm

Administration personnel

Start: 8am
Finish: 5pm

As part of Certified Agreements, start and finish times may be altered by mutual agreement.

Superannuation

As of 1 July 2017, all employees of Somerset Regional Council have a choice of superannuation fund. Brighter Super is the default fund for all employees. Information on this scheme will be provided upon commencement.



Development and Training

Council is aware of the need for the development of its team. Field and administration personnel have performance appraisals completed annually.

Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.

Work Health and Safety

All employees starting with Council must commit to the employee obligations of the *Work Health and Safety Act*, associated Regulation and Codes of Practice.

Thank you for the interest in joining Team Somerset!