



# Yorke Peninsula Council

*'To be a thriving peninsula, proud of our heritage, lifestyle and diverse, vibrant communities.*

*A great place to live, work and play.'*

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## Regional Youth Traineeship Operations

### APPLICATION KIT

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#### **Important**

Applicants must submit applications in accordance with the principles outlined within the Job Application Information Sheet and must meet the Traineeship Eligibility Criteria.

Each application must address the selection criteria within the Application Kit.

Applications can be submitted by:

#### **MAIL**

Bobbi Pertini  
Manager People & Culture  
Yorke Peninsula Council  
Position No. 2280 Trainee Operations  
PO Box 57  
MAITLAND SA 5573

#### **IN PERSON**

Reception via:

- Maitland Office – 8 Elizabeth Street
- Minlaton Office – 18 Main Street
- Yorketown Office – 15 Edithburgh Road
- Warooka Office – Player Street

#### **EMAIL**

[admin@yorke.sa.gov.au](mailto:admin@yorke.sa.gov.au)

*(Council will bear no liability for email applications submitted but not received)*

**Application Closing Date 5.00pm Friday 28<sup>th</sup> April 2017 at 5.00pm**

Council is an Equal Opportunity Employer, is smoke free and committed to a safe and healthy workplace.

Andrew Cameron

**CHIEF EXECUTIVE OFFICER**

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## **Trainee Asset Management**

<b>Section</b>	Assets & Infrastructure Services
<b>Classification</b>	Trainee (National Training Wage)
<b>The Job</b>	Learn and develop practical skills through completion of Certificate III Civil Construction Plant Operation and on the job experience and to use those skills to provide quality support to the Assets & Infrastructure Services department of Council.
<b>Position Number</b>	2280
<b>Position Hours</b>	76 hour compressed 9 day fortnight (some out of hours work may required).
<b>Position Benefits</b>	<ul style="list-style-type: none"><li>- annual leave;</li><li>- annual health and skin cancer assessments;</li><li>- salary sacrificing options;</li><li>- corporate wardrobe and driver licence allowance;</li><li>- flexible employment opportunities;</li><li>- job security;</li><li>- proactive training and development;</li><li>- emergency services leave;</li><li>- family/carers and parental leave;</li><li>- long service leave;</li><li>- portability of leave within SA local Government; and</li><li>- equal opportunity employer.</li></ul>
<b>Position Status</b>	36 month fixed term contract.
<b>The Person</b>	The successful applicant must have a good level of interpersonal skills and willingness to accept direction from more senior officers. Developing skills in the operation of Council plant and equipment essential with a demonstrated ability to contribute as an effective team member.
<b>Medical</b>	A compulsory pre-employment medical examination must be undertaken.
<b>NPC</b>	A national police clearance is not required for this position.
<b>Location</b>	Maitland Depot, however appointment is to the Council, therefore the successful applicant may be required to undertake duties at other locations.
<b>Probation Period</b>	13 weeks
<b>Information</b>	Further information about the position can be obtained from Carina Congdon, HR Officer on 8832 0000.

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## **Overview of Position**

This position offers a career entry point with great potential for career development offering the successful candidate the opportunity to obtain a qualification, workplace experience and professional skills within Assets & Infrastructure Services in a government environment. The Operations Trainee will undertake a Certificate III level Civil Construction Traineeship full-time over three years.

The trainee will work alongside qualified professional staff to gain on-the-job experience and expertise. In the initial stages of their traineeship, the trainee will be closely supervised and will become increasingly independent in their work as they gain experience and progress through their training. The position is based in the Corporate and Community Service department, working across all areas to gain good knowledge and enable them to understand the total functions of this area of Council. A copy of Yorke Peninsula Council's Organisational Structure is attached.

The delivery of formal training will be negotiated with the successful candidate on commencement and will accommodate the needs of both Council and the trainee. Options for training include attendance of regular off-site classes, distance education or flexible workplace delivery. Council's preference is for training to be employment based with only minimal classroom attendance required. It is proposed that the trainee will be guided to work through training resources provided by the Registered Training Organisation (RTO), and will be assessed by the RTO Workplace Assessor periodically throughout the term of the traineeship.

This position attracts a generous provision for further education and the trainee will be provided assistance in accordance with Council's Policy for Training and Professional Development Support.

The Position Description included in this package provides more details of the responsibilities, duties and selection criteria for the position.

It is anticipated that the trainee will commence in February 2016, with the actual date to be negotiated with the successful candidate depending on their commitments.

Please read the section *Application Requirements* to ensure you send Council all the necessary information to support your application.

Thank you for expressing an interest in working for Yorke Peninsula Council.

Bobbi Pertini  
**Manager People and Culture**

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## **Why work in Local Government?**

A career in Local Government offers a host of exciting opportunities and benefits. You will be working in a dynamic workplace environment offering scope to broaden experience in and knowledge of many professional areas and functions, providing opportunities to multi-skill. Advancement and job prospect options will be both professionally and geographically diverse, with the added benefit of access to professional development networks, encouraging continual attainment of new skills and expertise.

Local Government provides a secure, fair and flexible work environment where you will enjoy generous entitlements for leave and attractive work-life balance provisions. Importantly you will thrive on the knowledge that your contribution to providing real solutions to community needs will have impact and make a difference. A career in Local Government enables you to connect with your community and provide wonderful quality of life.

## **Traineeship Eligibility Criteria**

Trainee eligibility criteria include people who:

- Are either unemployed or never been in full-time employment (full time employment is defined as employment for 37.5 hours or more per week);
- Range from ages 17 to 24.
- The duration of time since leaving school, highest school level achieved and previous qualifications will vary. Maximum VET qualification will be AQF level 3 (Cert III).
- Are not currently South Australian Local Government sector employees.

## **Trainees' Key Roles and Responsibilities**

Trainees must be willing and able to:

- Disclose any previous convictions and to undergo a national police check in-line with the Councils requirements;
- Participate in training and development activities, including completion of assessments by due date;
- Travel independently to and from the workplace and training sites as required (unless accompanied by their supervisor or a senior council employee);
- Participate in the interview process;
- Satisfy the assessment requirements to meet the verbal, numeric and/or abstract reasoning requirements of specific positions (if requested);
- Sign a contract of employment and a Contract of Training and meet the requirements of those contracts;
- Act as Program ambassadors as required by the Local Government Association or Minister for Regions SA media team and comply with media release procedures;
- Escalate any issues associated with their employment of training with their Supervisor, their Registered Training Organisation or the Local Government Association Coordinator;

- Participate in Local Governments induction program.

## **Remuneration Package and Conditions of Appointment**

The salary offered will be at the trainee level with salary and other conditions. Depending on age and educational qualification, the weekly salary for the trainee as at 1<sup>st</sup> July 2015 is as follows:

### **Wage Level A**

Where the accredited training course and work performed are for the purpose of generating skills, which have been defined for work at Wage Level A. School leavers may require more than the standard 20% of time in formal training. Where this is the case, the tables below reflect a lower rate of pay where the amount of 'off-the-job' training is 25%, 33% or 50%.

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	\$	\$	\$
School Leaver	236.00 (50%)	295.00 (33%)	
	275.00 (33%)	331.00 (25%)	
	302	331	397
Plus 1 year out of school	331	397	459
Plus 2 year out of school	397	459	536
Plus 3 year out of school	459	536	613
Plus 4 year out of school	536	613	
Plus 5 or more years	613		

\* allows for a reduced wage where the trainee requires more than usual 'off-the-job' training

## **Your application**

When you apply for a position with Council, the key to gaining an interview is your written application. A good application shows why you are the best person for the position and how your knowledge, skills and experience match the selection criteria. Your application should contain:

- A completed Application for Employment form (*essential*)
- Your statement addressing the selection criteria (*essential*)
- Your resume (*essential*)
- A brief covering letter (*optional*)

### **Statement addressing the selection criteria**

Short listing (or selection for interview) is based on how well your skills, knowledge and experience meet the selection criteria. Therefore you must include a statement addressing the selection criteria in your application. If not, you are unlikely to get an interview.

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Make a separate heading for each selection criterion and for each one, describe your knowledge, skills and experience and how they relate to the job. One way to do this is by providing relevant examples of the work you have completed in your previous and current employment. For example, it is not sufficient just to state, "I have strong project management skills." Ideally you should give a description of the projects you have managed, what you did on those projects, and what was achieved. This will enable the selection panel when assessing your application, to develop a good understanding of your capabilities. You should also emphasise your major achievements as well as any transferable knowledge and skills that may have been gained outside of paid employment.

### **Your resume**

Prepare a resume (or curriculum vitae) which is clear, concise, up-to-date and includes:

- Personal details;
- Education and training;
- Employment history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements);
- Skills/experience gained outside of paid work; and
- Contact details for two referees.

### **The application form**

Complete the 'Application for Employment Form' and enclose it with your application.

### **Important notes**

- Please ensure that your application and attachments are securely held together and avoid sending them in folders or binding.
- Applications submitted past the closing date are not accepted unless written advice of intention to apply was received before the closing time and the formal application is received within an agreed time frame.
- Applications that are unsolicited or do not address an advertised position will not be considered and are discouraged by Council.

## **Interview and Selection**

### **Reviewing Applications and Preparing a Shortlist**

The first step in the selection process is to review all received applications and prepare a shortlist.

Applications are assessed against the essential and/or desirable selection criteria found in the position description. Applicants who best meet the selection criteria will be short-listed and contacted for an interview. Those who do not meet the selection criteria or who are not competitive with other applicants (due to lesser experience or qualifications) will not be short-listed for an interview and will be notified in writing as soon as practicable.

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## **The Interview and Other Work Tests**

Relevant members of council staff will conduct the interview. Interviews are conducted in a structured manner and questions based on the selection criteria.

Applicants will be asked to give examples of how they have performed in situations similar to those they will face in the job. The interview allows the selection panel to create a clear picture of the applicant's past knowledge, skills and experience as they relate to the functions and responsibilities of the job. The selection panel may use a number of methods in addition to the interview to assess the applicant's ability to perform a job. For example, applicants may also need to demonstrate competency on an item of plant or complete a problem-solving exercise.

It is a good idea to prepare for your interview. Some handy tips include:

- Think about the types of questions you might be asked at an interview and practise your answers out loud;
- Think about your strong points and major achievements;
- Think about how your knowledge, skills and experience relate to the requirements of this job

During the interview it is a good idea to:

- take your time – think about your answer;
- ask for clarification if you don't understand any of the questions;
- give relevant and complete information;
- describe what you were responsible for and what you achieved;
- talk with confidence and in a positive manner;
- give specific examples of your past work to support your answer
- avoid exaggerating

Council will endeavour to meet any special requirements you may have to enable you to attend the interview, such as building access or communication assistance. Please inform the Human Resources Advisor of any requirements at the time you are invited to attend an interview. The Yorke Peninsula Council does not reimburse interview expenses.

## **Reference Checks**

After the interviews have taken place, Council will contact the nominated referees of the preferred applicant(s). It is important that the referees you nominate can support the information you provided in relation to your work behaviour and performance and are aware that they may be contacted.

## **Pre-employment medical examination**

In the interest of providing a safe and healthy workplace, our recruitment and selection process includes a pre-employment medical examination. The medical will be conducted at Council's expense.

## **Notification**

If your application is successful, you will be telephoned and offered the position. A written offer including conditions of employment will then be forwarded by mail.

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After an offer of employment has been made and accepted, all other applicants will be notified of the outcome by letter. This process is normally completed within two weeks of the interviews being conducted.

## **Application Checklist**

Your application *must include*:

- This completed application form;
- A copy of your full resume or curriculum vitae;
- Your statement addressing the selection criteria; and
- A covering letter (optional).

## **The Council**

Council is very progressive, proactive, innovative and forward thinking and is proud of its achievement in becoming the first Council in the state to gain Quality Certification across its entire operation. The Yorke Peninsula Council covers an area of 5,834 square Km, is approximately 175km from north to south and an average width of 30Km, with 485Km of coastline.

The Council's population is estimated to be approximately 11,200, with in excess of 180,000 people enjoying the peninsula while en route to visit Innes National Park each year. Extensive development is currently taking place at Port Vincent, Stansbury, Point Turton and Marion Bay. This emphasizes the potential of the Yorke Peninsula.

## **The Area**

South Australia's Yorke Peninsula is an easy 2 hour drive from Adelaide. The Peninsula is a draw card for boating, fishing, diving and swimming in the calm waters surrounding most of the peninsula, in addition, the hollow beach breaks and powerful reef set ups in the southwest corner are ideal for surfers. The Peninsula also caters for bushwalks, cliff top and shoreline rambles or just leisurely relaxing by the sea.





# Yorke Peninsula Council

## Application for Employment

POSITION NO: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

### PERSONAL DETAILS:

Surname: \_\_\_\_\_ Ms/Mrs/Miss/Mr

Given Names: \_\_\_\_\_

Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Unique Student Identifier (USI) Number if known: \_\_\_\_\_

Please select your highest level of completed schooling:

- Year 9 or below
- Year 10
- Year 11
- Year 12
- Certificate I in \_\_\_\_\_
- Certificate II in \_\_\_\_\_
- Certificate III in \_\_\_\_\_
- Other \_\_\_\_\_

### ADDITIONAL INFORMATION (select one)

Please indicate the basis on which you are eligible to work in Australia.

- Australian Citizen
- Permanent Resident
- On a Working Visa

### ELIGIBILITY CRITERIA (please tick to confirm eligibility)

- I am either unemployed or never been in full-time employment;
- Age range of 17 to 24;
- No qualification more than a Cert III; and
- Not current a SA Local Government employee

Have you any known condition which the Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied? Yes / No

If so, please give details \_\_\_\_\_

Where did you see this position advertised? \_\_\_\_\_

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## SELECTION CRITERIA

The position for which you have applied requires certain skills, knowledge and experience considered essential and desirable in performing the duties of the position. This selection criteria is listed in the position description and will be used to assess your application. In addition to completing this application form, please ensure that you list each of the selection criteria and state how your experience, skills, qualifications and knowledge enable you to meet them, so that the selection committee can form an accurate opinion of your eligibility for the position.

## ACKNOWLEDGEMENT

This is a traineeship and as such the training wage applies. You will be required to undertake on the job and off the job training. Some study may be required in your own time.

- I acknowledge and understand that this position is a traineeship position.
- I understand that if selected I will be required to undertake a pre-placement medical assessment.
- I understand that if selected I will be required to undertake a police check and/or other screenings.

## DECLARATION

I declare that all the information supplied in this application and any attached documents are true and accurate, and I understand that if I provide any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be subsequently terminated at any time.

Signature \_\_\_\_\_

**Thank you for your interest in applying for this position**  
**'Equal Opportunity in Employment and Appointment on Merit are Council Policy'**

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## **Selection Criteria**

Applicants must address each of the individual criteria listed below in their application. It is most important that you **demonstrate how you** meet the selection criteria and **when and where you did** so. You can either answer the questions in the space below or type up if space is insufficient.

### **Essential Criteria**

1. Ability to work efficiently and effectively within a team and/or independently. *In what roles (workplace, school or other) have you demonstrated your ability to contribute to the outcomes of a team and how do you do this?*

2. Ability to understand and carry out written and/or verbal instructions.

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3. Ability to meet deadlines.

4. Understanding of the importance of providing a high standard of customer service skills. [In what roles \(workplace or other\) have you demonstrated your ability to interact with people and/or provide customer service?](#)

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1. Understanding of Work Health and Safety principles. Briefly detail in your own words what the following legislation means within a workplace.

### Desirable Criteria

2. Current drivers licence.

Do you have a current Drivers licence?

Yes  No

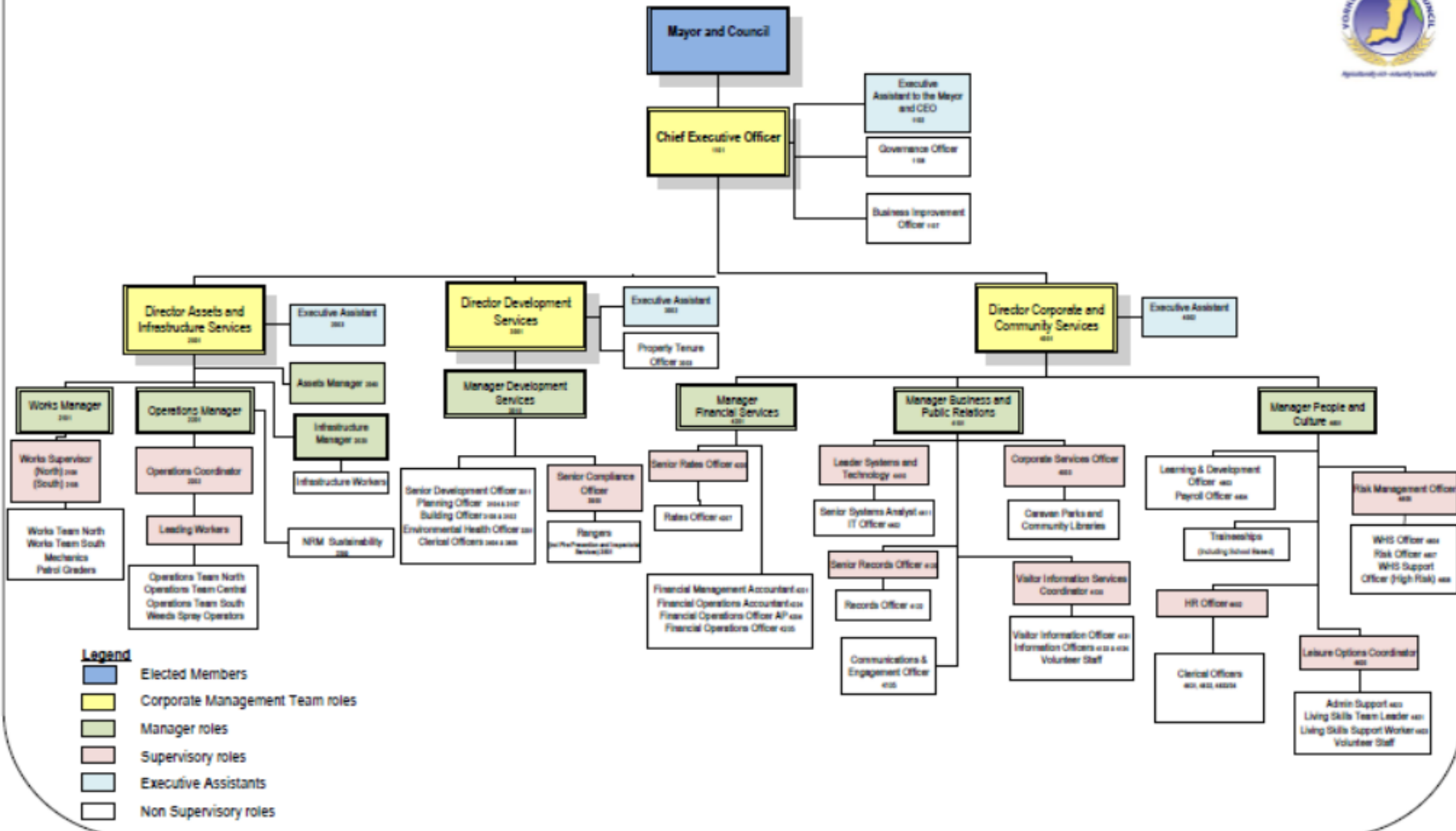
Class (please circle)

Learners

Provisional

Full Car

# ~ Organisational Chart - Overview ~



- Legend**
- Elected Members
  - Corporate Management Team roles
  - Manager roles
  - Supervisory roles
  - Executive Assistants
  - Non Supervisory roles

Organisational Chart 1 | July 2016 | Yorke Peninsula Council



*Agriculturally rich-Naturally beautiful*

# Yorke Peninsula Council

## Position Description

The attached position description (PD) and associated information should not be considered as a comprehensive, complete and/or exhaustive list of responsibilities, criteria or outcomes for the position.

Instead, the PD is intended to offer a concise account of the general nature of the work that Council requires to be undertaken, including the type and range of skills, qualifications and experiences that the Council believes the incumbent should possess in order to competently undertake the duties.

You can and will be asked to undertake duties within your competence, skills, abilities and training that may not be mentioned in the attached documents.

The incumbent should be aware that their role and position within Council is dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected by the Yorke Peninsula Council.

People and jobs develop over time, so the attached PD is a 'living document' and your active involvement in the evolution of the document is critical.

### **Our Culture**

In our workplace we value and support each other. To achieve this we commit to the YPC Staff Values and Behaviours:

Accountability  
Customer Commitment  
Integrity  
Innovation  
Collaboration

Incumbent Initials:



People & Culture

Yorke Peninsula Council  
**POSITION DESCRIPTION**

**Title:** Trainee – Operations

**Level:** National Trainee Wage

**Section:** Assets & Infrastructure Services

**Position Objectives**

Learn and develop practical skills through completion of Certificate III Civil Construction Plant Operation and on the job experience and to use those skills to provide quality support to the Assets & Infrastructure Services department of Council.

**Responsibilities**

- Carry out designated duties in a safe, efficient and effective manner.
- Under the direction of responsible officers operate Council plant and equipment in a safe and effective manner and to assist in maintaining said plant and equipment in acceptable condition in conjunction with Council Mechanics.
- Carry out general duties within Council's Operations team as directed.
- Act as a member of Council's workforce to form an efficient and courteous service provider to the community.

**Specialist Skills and Knowledge**

- Support Council by transferring knowledge and mentoring others as appropriate.
- Developing skills in the operation of Council plant and equipment in a safe, effective manner.
- Assist in maintaining Council plant and equipment in safe, sound and reliable condition.
- Be self-motivated and work efficiently as directed.
- Possess a range of communication skills to ensure appropriate interaction with Council staff and the public.
- Developing knowledge of established safe work practices and procedures relevant to the duties of the position.
- Developing knowledge of policies and regulations relating to the work undertaken.
- Developing knowledge of the operation and maintenance of appropriate plant and equipment.
- Good knowledge of Council's organisational structure, and the functional responsibilities of each Department and Officer.

**Experience and/or Qualifications**

- Maintain relevant qualifications, licences, skills and competencies relevant to the role.
- Preparedness to gain qualifications and licenses to allow the operation of necessary plant and equipment.

**Training**

- Undertake training as appropriate, to develop and maintain competencies.
- Attendance at conferences, seminars, workshops and other training activities as appropriate, to maintain an awareness of trends and issues and keep abreast of changes in legislation which may impact on Council's administration of procedures, policies and activities relevant to your role.
- Training, as provided by the Registered Training Organisation, required to achieve the applicable Certificate level relevant to this position.

**Organisational Relationships**

- Responsible to the Operations Coordinator.
- Day to Day supervision by Leading Worker North.

**Extent of Authority**



- Exercise a degree of judgment in planning own work.
- Work within established guidelines and procedures.

### **Accountability**

- Required to comply with Councils Code of Conduct.
- An annual review of staff performance will be carried out. Written confirmation of this review and discussion of any points raised will follow with employees.
- Accountable to Council through the Chief Executive Officer and your immediate supervisor for the performance of your duties relative to Acts, Regulations and Council's Policies and Procedures.
- Employees are responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval in accordance with the Enterprise Agreement and policy requirements.

### **Performance Standards**

- Confidential and sensitive information to be handled with discretion and integrity.
- Employees are required to ensure that the integrity of confidential information gained during their employment is maintained permanently.
- Effective timekeeping.
- Completion of training modules in timely manner.
- Effective communication with all levels of the organisation.
- Accuracy of work and ability to meet deadlines.
- Prompt and effective response to telephone, e-mail and counter enquiries.
- Appropriate prioritisation and organisation of duties.

### **Quality and Continuous Improvement**

- Comply with all Council policies, procedures and processes.
- Contribute to the identification, development, implementation and evaluation of improvements to Council policies, procedures and workplace practices.
- Participate in quality and continuous improvement projects and initiatives to meet strategic and departmental goals and objectives.
- Contribute to and facilitate a continuous learning philosophy through maintaining qualifications and learning and applying new skills and competencies.

### **Records Management**

- Employees are responsible and accountable for adequately managing the corporate records they create and receive according to Council policies, procedures and relevant legislation that also includes the State Records Act
- Ensure corporate records are captured and stored on Council's Electronic Document and Records Management System (RM8) and not on personal storage devices/hardware.
- Ensure records are not damaged or destroyed unless permission has been obtained from the Records Management section in consultation with State Records.

### **Health and Safety Responsibilities**

- Observe and comply with all Work Health and Safety legislation, codes of practice, policies and procedures within the Yorke Peninsula Council including all safe operating procedures or instructions.
- Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above.
- Use safety devices and personal protective equipment correctly and in accordance with health and safety procedures.
- Obey all instructions from their supervisors issued to protect their own personal health and safety and that of others, and not to perform any procedure or task unless they have received appropriate training and instruction.
- Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.
- Take such action as is within their competency and responsibility to report or make such recommendation to a higher level, as they deem necessary, to avoid, eliminate or minimise hazards of which they are aware of in regard to working conditions or methods of work.
- Keep work areas in a safe condition.
- Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug.

- Not to interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.
- Elect Work Health and Safety Representatives.
- Fulfill individual requirements to meet any documented WHS objectives arising from performance and development reviews.
- Support and use appropriate consultative structures.
- Contribute to a culture where everyone places Safety First.

### **Risk Management Responsibilities**

- To actively contribute to and embrace the Yorke Peninsula's Council Risk Management Program.
- Ensure that all operational activities are conducted in an environment where risk is identified and action plans are in place to remove the risk, control the risk or minimise the risk.

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Occupant:		Date Appointed:
Occupant signature:	.....	Date: .....
Approved by:	Manager People and Culture	No. of Sheets:
Supervisor:	Operations Manager	
Supervisor signature:	.....	Date: .....

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### **SELECTION CRITERIA** *(These criteria must be addressed when applying for this position)*

#### ESSENTIAL CRITERIA

1. Ability to work efficiently and effectively within a team and/or independently.
2. Ability to understand and carry out written and/or verbal instructions.
3. Ability to meet deadlines.
4. Understanding of the importance of providing a high standard of customer service skills.
5. Understanding of Work Health and Safety principles.

#### DESIRABLE CRITERIA

1. Current Class C drivers licence.