



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.'

Trainee Business & Public Relations APPLICATION KIT

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 & Safety
Yorke Peninsula Council
Position No. 4226 Trainee Business & Public Relations
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

EMAIL

admin@yorke.sa.gov.au

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

Application Closing Date 5.00pm Wednesday 4th August 2021

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

Andrew Cameron

CHIEF EXECUTIVE OFFICER

Trainee Business & Public Relations

Section	Corporate & Community Services
Classification	Trainee (National Training Wage)
The Job	Learn and develop administration skills through completion of Certificate III Business Administration (or as negotiated) and on the job experience and to use those skills to provide quality administration and clerical support to the Corporate & Community Services department of Council, in particular in the area of Business & Public Relations.
Position Number	4226
Position Hours	76 hour fortnight (some out of hours work may required).
Position Benefits	<ul style="list-style-type: none">- annual leave;- annual health and skin cancer assessments;- salary sacrificing options;- corporate wardrobe and driver licence allowance;- flexible employment opportunities;- job security;- proactive training and development;- emergency services leave;- family/carers and parental leave;- long service leave;- portability of leave within SA local Government; and- equal opportunity employer.
Position Status	12 month fixed term contract.
The Person	The successful applicant must have a good level of interpersonal skills and willingness to accept direction from more senior officers. Computer literacy and keyboard skills essential with a demonstrated ability to contribute as an effective team member.
Remuneration	\$37,891.29 annual salary (\$18.92105 hourly rate) as per SA Municipal Salaried Officers Award.
Medical	A compulsory pre-employment medical examination must be undertaken.
NPC	A national police clearance must be undertaken as this position will work across critical risk areas of Council.
Location	Maitland Office, however appointment is to the Council, therefore the successful applicant may be required to undertake duties at other locations.
Probation Period	13 weeks
Information	Further information about the position can be obtained from Carina Congdon, HR Advisor on 8832 0000.

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 Corporate Service in a government environment. The Business & Public Relations Trainee will undertake a Certificate III level Business Traineeship full-time over 12 months.

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.

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 August 2021, 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, Culture & Safety

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:

- 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).

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.

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:

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- 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.

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.

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.

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 _____

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)

- ☐ No qualification more than a Cert III

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? _____

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.

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'

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. Demonstrated genuine interest in Business Administration as a career.

2. Commitment to ongoing study/training and personal development. (List any courses, voluntary work or work experience that demonstrate an interest in improving your skills, abilities or understanding of any field of work)

3. Demonstrated verbal and written communication skills. In what roles (workplace or other) have you demonstrated an ability to communicate effectively and accurately to pass on important information?

4. Proven ability to interact courteously with members of the public in a range of situations. In what roles (workplace or other) have you demonstrated your ability to interact with people and/or provide customer service?

5. Demonstrated ability to apply accuracy and attention to detail. In what capacity/situation have you been required to be accurate and detailed?

-
6. Demonstrated skills in the use of Microsoft Office and an understanding of Windows operating systems. [Detail your abilities in the use of Microsoft Office applications \(for Windows\) for word processing, spread sheeting, data entry, document publishing, presentation and emailing.](#)

7. Provide ability to work flexibly and effectively in a team environment. [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?](#)

Desirable Criteria

1. Demonstrate understanding of the role, procedures and functions of local government. Briefly detail what you're understanding about Council and how it operates.

2. Current drivers licence.

Do you have a current Drivers licence?

☐ Yes ☐ No

Class (please circle)

Learners

Provisional

Full Car

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

4. Understanding of confidentiality requirements in the workplace. [What does this mean within a workplace environment?](#)



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 & Safety

Yorke Peninsula Council
POSITION DESCRIPTION

Title: Trainee – Business & Public Relations

Level: National Trainee Wage

Section: Corporate & Community Services

Position Objectives

Learn and develop administration skills through completion of Certificate III Business Administration (or as negotiated) and on the job experience and to use those skills to provide quality administration and clerical support to the Business & Public Relations team as part of the Corporate & Community Services department of Council.

Responsibilities

- Assist in providing effective and courteous administration support and general office duties as directed.
- Work as part of a flexible team.
- Undertake structured training and make satisfactory progress towards completion of Certificate III in Business Administration (or as negotiated) as required by the Training Agreement or Contract for Traineeship, and other short courses as defined.
- Undertake duties in other areas of operations as directed by the Manager Business and Public Relations.
- Ensure work is carried out within required timeframes and that deadlines are met.
- Ensure confidentiality and integrity of corporate systems and maintain information as directed.

Specialist Skills and Knowledge

- Ability to communicate effectively and courteously.
- Numeracy and literacy skills.
- Manage and plan own work effectively and utilise problem solving skills when dealing with various matters.
- Basic knowledge of the Civica Authority modules relevant to this position.
- Proficient keyboard skills and knowledge of word processing, and other application software relevant to the position
- Ability to work under direction from senior officers.
- Willingness to seek advice from senior staff where established procedures are not documented.
- Customer service skills.
- Knowledge of general office procedures.
- Knowledge of the Council district and the services provided by Council.
- Knowledge of records management techniques.
- Understanding of Council policies.
- Good knowledge of Council's organisational structure, and the functional responsibilities of each Department and Officer.
- Support Council by transferring knowledge and mentoring others as appropriate.

Experience and/or Qualifications

- Maintain relevant qualifications, licences, skills and competencies relevant to the role.

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.

Organisational Relationships

- Responsible to the Manager Business and Public Relations.
- Assist other Administration staff as necessary.

Extent of Authority

- Exercise a degree of judgment in planning own work.
- Work within established guidelines and procedures.
- Work under close direction with instruction and assistance always available.

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 Records Management System (EDRMS) 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.

Occupant:		Date Appointed:	
Occupant signature:	Date:
Approved by:	Manager People, Culture & Safety	No. of Sheets:	
Supervisor:	Manager Business and Public Relations		
Supervisor signature:	Date:

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

ESSENTIAL CRITERIA

1. Demonstrated genuine interest in Business Administration as a career.
2. Commitment to ongoing study/training and personal development.
3. Demonstrated verbal and written communication skills.
4. Proven ability to interact courteously with members of the public in a range of situations.
5. Demonstrated ability to apply accuracy and attention to detail.
6. Demonstrated skills in the use of Microsoft Office and an understanding of Windows operating systems.
7. Provide ability to work flexibly and effectively in a team environment.

DESIRABLE CRITERIA

1. Demonstrated understanding of the role, procedures and functions of Local Government.
2. Current drivers licence.
3. Understanding of implications of Work Health Safety legislation in the workplace.
4. Understanding of confidentiality requirements in the workplace.

SPECIAL REQUIREMENTS

1. Applicants may be required to complete a National Police Check.
2. Successful applicants will be required to prove their eligibility to work in Australia and undergo a medical assessment prior to finalisation of selection.