



Victoria Daly
REGIONAL COUNCIL

Executive Services and Governance Administration Officer Trainee

POSITION DESCRIPTION

REPORTS TO	Manager of Governance and Executive Services	CLASSIFICATION & HOURS	1 Full-Time
DIVISION	Governance and Executive Services	LOCATION	Katherine

JOB PURPOSE

This is a 12-month traineeship in Certificate III in Business. You will combine on-the-job learning in administration and accredited studies, completing your Certificate III within a 12-month period. This Trainee position will provide general reception duties and administrative support to the Governance and Executive Services team and CEO.

WHAT IT INVOLVES

- 2-year commitment to full time work and study hours totalling 38 hours per week at the Council's Regional Office located in Katherine NT.
- Completing Certificate III in Business through Council's nominated Registered Training Organisation (RTO) within 2 years of commencement.

DUTIES AND RESPONSIBILITIES;

1. Assist with administrative tasks, ensuring accuracy and compliance with relevant standards.
2. Learn diverse office procedures under the guidance of senior officers and managers.
3. Contribute to process improvements and help maintain a well-organised office environment
4. Manage all purchase requisitions for the Executive Services and Governance Team
5. Manage and organise travel and accommodation bookings for the CEO and Elected Members including travel allowance forms and airfares when required.
6. Manage incoming and outgoing correspondence register and submit a monthly report to Council under the supervision of senior officers and managers.
7. Update and maintain records and databases to ensure that all information is accurately and correctly stored and accessible.
8. Monitor use of stationery material, general refreshments and place orders as required, to ensure constant supply
9. Answer incoming calls to Council and direct to the appropriate person.
10. Respond to front counter enquiries.
11. Collect mail from Post Office
12. General administration duties including photocopying, binding of documents for Council meetings.
13. Coordinate catering for Council and Committee meetings
14. Conduct other duties as required by the Manager of Governance and Executive Services and the CEO
15. Maintain a safe working environment and ensure Occupational Health and Safety regulations are adhered to.



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SELECTION CRITERIA

1. Positive attitude
2. Willingness to learn
3. Willingness to complete Certificate III in Business
4. Good computer skills
5. Good numeracy and literacy skills
6. Ability to work as a team and on your own
7. Previous employment will be advantageous but not essential as this is a traineeship
8. Awareness of the need for cultural sensitivity and the ability to work in a cross-cultural environment

OTHER REQUIREMENTS

1. *Criminal History Check (recent within 3 months)*
2. *A current Working with Children's Card.*
3. *A current Drivers Licence*

ACKNOWLEDGEMENT

CHIEF EXECUTIVE OFFICER:  _____ DATE APPROVED: 17/04/24