

Role Statement



TITLE OF POSITION: Business Administration Traineeship
CLASSIFICATION LEVEL: TRA

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

The Development Division comprises six directorates: Information and Strategy, Investment Management, Architecture and Built Environment, Property, Planning and Transport Policy, and the Office of Recreation and Sport.

The Information and Strategy Directorate provides the knowledge and systems that enable and inform quality decisions about the development of land and key infrastructure and the provision of services and representation for local communities. The Directorate underpins investment and growth and reduces the cost of doing business by working with stakeholders to set clear and efficient rules and processes for delineating, valuing and developing land, and supporting and reforming the local government sector.

The Office of Local Government is within the Information and Services Directorate. It is responsible for supporting the Minister for Local Government, administering local government legislation, supporting the Outback Communities Authority and planning for and providing municipal services on Aboriginal lands.

The Outback Communities Authority (OCA) has responsibility for the management and local governance of the unincorporated areas of South Australia. The region encompasses 63% of the State of South Australia and is home to approximately 4,500 people who reside in a number of small townships and numerous smaller settlements including pastoral, farming and tourism enterprises.

Directorate: Information and Strategy
Position Number: New
ANZCO Code: 5311
Location: Port Augusta
KNet No.: #10050064



Government of South Australia
Department of Planning,
Transport and Infrastructure

Role Overview

The Outback Communities Authority is seeking applications for a full time Business Administration Trainee (Certificate 3 level) located in Port Augusta.

This a minimum 2 year position where the successful applicant will undertake a Certificate 3 in Business Administration in their first year and Certificate 4 in Community Development in their second year.

Due to strict funding criteria attached to this position, the following eligibility criteria apply:

- Aged between 17 – 24
- Yr 12 completion preferred
- No previous full-time employment
- A regional SA resident (the position is based in Port Augusta)
- No higher than a Cert III qualification held
- Willing to disclose previous convictions and undergo a national police check
- Current driver's license

Key Outcomes of the Role

The Community Development Trainee is required to undertake a wide range of activities which may include all or any of the following:

- a. Providing support to staff that contributes to the delivery of Section programs, projects, systems and/or services including assisting with the provision of information, community engagement and liaison.
- b. Organise work information, work priorities and development and contribute to effective workplace relationships.
- c. Adhering to work quality and service delivery standards and/or regulations, codes, and specifications and participating in regular learning and development opportunities.
- d. Undertaking word processing, create and maintain database entering accurate and timely data entry into information systems and sorting, filing and disseminating records and/or mail where required. Design and produce business documents including reports, newsletters, design, produce and participate in electronic media communication methods, i.e. Facebook, Twitter, etc.
- e. Liaising with internal stakeholders to support processes associated with the delivery and/or administration of Section programs, projects, systems and/or services.
- f. Assisting with the implementation of policies, strategies, standards, guidelines and procedures to meet program or Section goals and objectives.
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.
- i. Travel to remote Outback locations often requiring periods of being away from home overnight.

Special Conditions and Essential Requirements

- May be assigned to an area where the role is classified as a position of trust. A satisfactory criminal history / record check in line with departmental policies and procedures may be required. Demonstrated leadership qualities are desirable.

Qualifications / Licences

- a. Required to enrol and complete a AQF IV and III traineeship certificate in the time required.

Person Capabilities

- a. Demonstrate awareness and respect for Aboriginal and Torres Strait Islander people's cultural values and social issues that may impact on their ability to access services and programs.
- b. Demonstrates a commitment to exhibiting and inspiring their team members and workforce to actively engage in the behaviours that reflect the DPTI values including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Exhibit behaviours that model integrity, professional accountability and diversity across the department, across-government, and community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Works closely with staff to deliver work and to contribute to the evaluation of service performance objectives.
- f. Listens and responds to customers' by adhering to DPTI's systems, processes and policies and using clear, appropriate and concise communication.
- g. Ability to work under close direction whilst undertaking functions and processes associated with programs, projects, systems, policies and/or services.
- h. Understanding of practices and procedures, instructions, regulations or other requirements associated with the span of assigned functions.

Delegate Approval

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Name

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Signature

Date: / /