



21 September 2023

Dear Applicant

**Application Kit – Work Skills Traineeship**

Thank you for your interest in applying for the **Work Skills Traineeship** at Gulf Savannah Natural Resource Management. This is a Fixed Term Full Time (6 months) Traineeship based in Mareeba.

**General eligibility requirements – Minimum of 15 years of age, No longer enrolled in school and currently unemployed. The key target groups are - people from a culturally and linguistically diverse background, including Aboriginal and Torres Strait Islander people, youth between the ages of 15-24, mature-aged jobseekers, women re-entering the workforce, and/or disadvantaged, under-utilised or under-employed workers.**

Applications must be submitted online at: <http://www.gulfsavannahnrm.org/employment>

The online application process requires the submission of the following:

1. Online application form
2. Cover Letter
3. Resume (maximum 5 pages)
4. A separate document addressing the selection criteria (maximum 2 pages). The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

The closing date for applications is **Monday 16<sup>th</sup> October 2023** and your application must be submitted by 9am (AEST). Upon receipt of your application, you will be sent a confirmation email. Please contact Zoe Williams on 4092 1088 or [hr@gulfsavannahnrm.org](mailto:hr@gulfsavannahnrm.org) if you do not receive an email within 24 hours or you would like more information on the position.

All applications will be treated with the utmost confidentiality.

Kind regards,

Zoe Williams  
Chief Executive Officer



# Position Description

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Position:	Work Skills Trainee
Employer:	Northern Gulf Resource Management Group t/a Gulf Savannah NRM
Reports to:	Corporate Services Leader
Supervises:	Nil
Location:	Mareeba
Award:	Miscellaneous Award 2020 – Schedule E, National Training Wage
Employment terms:	Fixed Term Full time (6 months), 75 hours per fortnight.
Salary Range:	Base salary range: \$384.30–\$780.40 per week, plus 11% Superannuation
Contact officer:	Zoe Williams, CEO 4092 1088 hr@gulfsavannahnrm.org

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## About Gulf Savannah NRM

Gulf Savannah NRM delivers a broad range of natural resource management programs such as grazing land management and farm extension services, traditional knowledge recording, environmental education, and biodiversity monitoring and conservation. The Gulf Savannah region stretches from Mareeba (60km west of Cairns) to the Gulf of Carpentaria coast.

## About this role

Traineeships are funded through the Skilling Queenslanders for Work via the Queensland Government Department of Employment, Small Business and Training. The Trainee must fall within the target groups to be eligible to participate in the program. The Trainee will receive external training through Axiom College, plus on-the-job training, for a six-month period.

This position is located in Mareeba.

The Trainee is responsible for various project support and administrative tasks under the guidance of the Corporate Services Leader and mentorship of senior staff. The Trainee must maintain positive relations with Gulf Savannah NRM staff, and members of the public. Communication is extremely important in this role. The primary role of the Trainee is to assist with project support and general administration duties.

The Trainee will gain:

- An understanding of the functioning of a busy modern workplace
- Successful completion of a Certificate I in Workplace Skills (crucial to the role)

## Key Accountabilities

- Under the guidance and direction from senior team members trainees will:
- Organise aspects of various meetings which may include booking venues, arranging catering, preparing and distributing agendas and meeting papers, and uploading key documents to Teams.
- Provide support for NRM project events, including venue setup, organising catering, taking registrations, collating feedback and recording attendance on our customer relations database.

- Provide support for NRM project field work, including preparing equipment, managing vehicle bookings and logistics. This may involve travel throughout the Northern Gulf region.
- Provide support for corporate and project communications, including obtaining photo and video footage at events, assisting with website maintenance and updates, social media management and other tasks to support the communications officer as required.
- Provide office services and reception duties, including collecting mail, responding to and actioning telephone enquiries, bulk printing jobs, maintaining stationery and kitchen supplies for the office, and other general office and reception duties.
- Assist with facilities management in relation to maintaining offices, purchasing office supplies, and dealing with equipment issues. Ensure workspaces are maintained in a safe and tidy state.
- Assisting with fleet management including booking services, cleaning vehicles and arranging repairs.
- Assisting with travel bookings for staff and possibly directors.
- General filing tasks which may include archiving or electronic file management.
- Data entry.
- Assist with other administration or project support duties as directed.

### **Technical Responsibilities**

- The ability to research information using a variety of resources.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, copiers, and scanners.
- This role requires good time management and organisational skills.
- Computer literacy, particularly in Microsoft Word and Excel, is highly desirable.
- Knowledge of principles and practices of general administration.

### **Partnerships and Communication**

In this role, there will be daily contact with the public and Gulf Savannah NRM staff. This role requires:

- Good written and verbal communication skills to communicate with members of the public, employees, directors and the CEO
- A courteous and friendly manner and a helpful “can do” attitude
- Clean, neat and tidy appearance
- The ability to nurture strong relationships; and
- A commitment to teamwork

### **Problem Solving**

- Under the guidance of the Corporate Services Team Leader and senior specialist staff, follow policies, procedures, and processes
- Judgement is required when prioritising tasks to ensure deadlines are met
- Present ideas for improvement

### **Organisation wide responsibilities**

- Participate in performance review processes
- Assist other team members when needed
- Perform all duties in accordance with Policies and Procedures and code of conduct
- Actively promote and foster a culture that complies with Workplace Health and Safety provisions in each workplace.

### **Additional Factors**

- A driver’s license is highly desirable for this role
- Working with Children Blue Card (or ability to obtain)

## Selection Criteria

### 1. Accountability

- Self-motivated and flexible
- Willingness to follow directions
- Willingness to accept and act on advice
- Willingness to seek help when required

### 2. Technical Responsibilities

- Strong computer literacy skills and able to assist with technical help
- Sound to strong knowledge of various software – mainly Microsoft 365

### 3. Partnerships and Communication

- Good verbal and written communication skills
- Ability to communicate clearly to the public and to other staff members
- Ability to work as part of a team and independently
- Well organised, with an ability to manage multiple tasks and meet deadlines

### 4. Problem Solving

- Ability to maintain the confidentiality of information
- Ability to work under pressure
- Willingness to think and talk about what, and how, we can do things better

### 5. Workplace Health and Safety and Personal Conduct

- A commitment to working safely and following all safety procedures
- A commitment to ensuring that our workplace has an awareness of Employment Equity, Ethical Conduct and Anti-Discrimination



**Signature**  
Chief Executive Officer  
Gulf Savannah NRM

Zoe Williams  
**Name**

21/09/2023  
**Date**