



Position Description

Position:	Work Skills Trainee
Employer:	Northern Gulf Resource Management Group t/a Gulf Savannah NRM
Reports to:	Corporate Services Leader
Supervises:	Nil
Location:	Georgetown
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 – \$475.90 - \$738.00 per week, plus 10% Superannuation
Contact officer:	Denise Hinks, Corporate Services Leader

About Gulf Savannah NRM

Gulf Savannah NRM delivers a broad range of NRM 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 Department of Employment, Small Business and Training. The Trainees must fall within the target groups to be eligible to participate in the program. The Trainees will receive external training through Axiom College, plus on the job training, for a six-month period.

Trainee will be located in Georgetown.

The Trainees are 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:

- Organize aspects of various meetings which may include booking venues, arranging catering, preparing and distributing agendas and meeting papers, and uploading key documents to SharePoint
- Provide support for NRM project events, including venue set up, organizing 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 work spaces 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 organizational 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 NRM member staff. This role requires:

- good written and verbal communication skills to communicate with members of the public, NRM employees, directors and the CEOs
- 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
- Judgment 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 organized, 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



Zoe Williams

19/09/22

Signature

Name

Date

Chief Executive Officer
Gulf Savannah NRM