

POSITION DESCRIPTION

Position Title:	Trainee Business Support Officer (Asset Management) - PN6095		
Position Type:	Full-time Temporary		
Department:	Strategic and Asset Planning		
Date Approved:	May 2025		
Hours per week:	35	Award Classification:	Trainee
FTE	1	Salary Classification	Trainee

Position Purpose

Provide administrative support to Council's Asset Management Team, assisting in effective delivery of planning and asset management projects, and gaining practical skills and experience in business administration within a local government setting.

Key Accountabilities

Assist and support Council's Asset Management Team including:

- Provide general administrative support to the Asset Management Team, including data entry, filing, reporting and general document preparation.
- Provide administrative assistance in the planning, coordination, and monitoring of asset management and strategic planning projects.
- Assist with coordinating meetings and other workshops, including scheduling, room bookings, and preparing meeting materials.
- Attending meetings and other workshops as required and undertake minute and note taking.
- Undertake data entry tasks associated with Council's Asset Management Systems.
- Maintain accurate records and databases relevant to asset management.
- Assist in preparation and development of training manuals, user guides and cheat sheets.
- Produce simple reports and correspondence.
- Support the preparation of data for inclusion in reports and presentations.
- Assist with the management and updating of the Asset Management Team's Intranet page.
- Assist in documenting Asset Management related business processes and procedures.
- Demonstrate effective interpersonal skills by establishing and maintaining good working relationships within the team and with internal stakeholders.
- Respond to internal and external enquiries in a professional and courteous manner, providing accurate information or referring queries to the appropriate team member.
- Actively participate in training and development opportunities relevant to the role and the completion of the business administration traineeship.
- Engage in mentorship and coaching provided by team members to build knowledge and skills in business administration and asset planning.

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- Follow all safety policies and procedures and contribute to maintaining a safe and healthy workplace.
- Demonstrate our values through your work and relationships with colleagues, external partners and the community.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Commitment to undertake and complete a Certificate III Business/ Business Administration in the specified timeframe.
- A current drivers licence.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Demonstrated interest in business administration and local government operations.
- Strong communication skills, both written and verbal, with the ability to interact professionally with internal and external stakeholders.
- Excellent attention to detail and accuracy in data entry and document preparation.
- Organised and able to meet deadlines
- Positive attitude with the ability to be an active and effective team member.
- Time management and organisational skills with the ability to prioritise tasks and meet deadlines.
- A commitment to maintaining a safe working environment.
- Confidence using workplace software and technology like Microsoft Teams and Microsoft Office Suite and willingness to develop skills and knowledge in this area.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable

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Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Asset Management Manager.

Supervision Exercised

Nil

Position Description Endorsement

People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	RM
Position Title:	People and Culture Advisor
Date:	May 2025

Role Authorisation

«InternalApprovalSignature_tag»

Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

«CandidateSignature_tag»