

Position Title	Business Administration Trainee		
Classification	Trainee	GHCMA Enterprise Agreement	
Division	Corporate Services		
Position Reports To	Executive Office Coordinator		
Employment Type	Fixed Term, Full Time (18-month contract including successful completion of Certificate IV in Business Administration) Designated ATSI Role (S12 EEO Act)	FTE	1.0
Location	Hamilton		
Flexibility	Out-of-hours attendance at meetings/functions will be periodically required. The role may also include travelling alone after hours.		

Organisational Context

The Glenelg Hopkins Catchment Management Authority (CMA) was established in 1997 to effectively and efficiently deliver land, water and biodiversity programs that protect and enhance landscapes as well as support thriving communities.

We connect individuals and interest groups who live on, work with, and enjoy our land and waterways with reliable information, valuable opportunities, and inspirational motivation so that the community is informed, empowered, and enabled to create a sustainable South West Victoria.

Our organisation is committed to our three key values of 'Collaborative, Professional and Innovative' that underpin our workplace culture.

There are three program areas within the CMA: Corporate Services, Land Health and Biodiversity, and Waterways. These are supported by the CEO office which manages the relationship with the Board and provides cross organisational support relating to the involvement and reputation of the CMA.

Position Purpose

The primary purpose of this position is to successfully complete a Certificate IV in Business Administration whilst gaining administrative skills and experience across various areas of Corporate Services, including Business Support, Finance, Workplace Health and Safety and Compliance. Whilst also assisting other program areas with administrative duties.

Special Measures and Mandatory Requirements

The filling of this position is intended to constitute a special measure under Section 12 of the Equal Opportunity Act 2010 (Vic). The position is therefore only open to Aboriginal or Torres Strait Islander applicants.

Confirmation of Aboriginal and/or Torres Strait Heritage will be required prior to employment.

Youth Employment Scheme (YES)

This role has been jointly funded between the CMA and Jobs Victoria's Youth Employment Scheme (YES). The YES scheme offers employment opportunities within the Victorian Public Sector to young people, focusing on those who face barriers to employment. The program aims to increase opportunities for young people to access roles in the public sector and forge career pathways.



Stakeholder Relationships

Direct Reports:	0	Indirect Reports:	0
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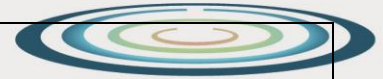
Internal	External
Executive Office Coordinator GHCMA staff and management	External customers

Key Responsibilities

Key Result Area	Key Position Accountabilities
Provide Administration Support	<p>The Business Administration Trainee may perform a variety of the following tasks:</p> <ul style="list-style-type: none"> • Reception duties, including assisting customers with enquiries • Operate telephone and record management systems • Monitor shared email inboxes and action requests • Provide administration support for fleet and building maintenance • Assist with administration support for internal committees and board documentation • Assist in credit card purchases and reconciliation of receipts • File correspondence and other records • Order and maintain office stationery and equipment as required • Assist in scheduling appointments and meetings • Organise itineraries, venues, travel and accommodation requirements for events • Create, format and edit basic documents • Prepare meeting agendas, programs and minutes • Assist in engaging external partners and CMA community committees • Provide other administrative support to CMA staff as required

Organisational Requirements

Area	Requirements
Risk	<p>Employees of Glenelg Hopkins CMA are responsible for:</p> <ul style="list-style-type: none"> • Taking all reasonable and practicable steps to implement efficient systems and procedures • Contributing to the continued improvement of the CMA's risk management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures • Maintaining adequate records to demonstrate the management of risk.



Workplace Health & Safety (WHS)	Employees and contractors of Glenelg Hopkins CMA are required to: <ul style="list-style-type: none"> • Take the care to protect their own health and safety and that of their fellow workers • Comply with statutory requirements, Glenelg Hopkins CMA policies and procedures and all lawful instructions of managerial and supervisory staff • Co-operate in achieving a safe and healthy workplace • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance or without specific licences and certifications • Set a personal example • Observe behaviour of contractors and consultants to ensure that they also are aware of and adhere to WHS requirements and standards.
Record Keeping	Responsible for ensuring all record keeping activities under your control have been identified, created, and captured as per the CMA's record keeping requirements and obligations, in a transparent and secure manner.
Limits of Authority	Authority is limited to and in accordance with the current Instrument of Delegation.
Organisational Accountabilities and Responsibilities	The Glenelg Hopkins CMA is committed to the health, safety and wellbeing of all staff and as such will comply with all relevant statutory requirements. It is a condition of employment with the CMA that all employees comply with organisational Values, the Victorian Public Sector Code of Conduct and policies and procedures (as updated and amended from time to time).

Role requirements

The successful applicant must:

- Identify as Aboriginal or Torres Strait Islander
- Be aged between 18 and 29 years old
- Be unemployed or not currently working more than 15 hours per week
- Not be currently engaged in tertiary education; and
- Not have previously attained a university level qualification (excluding certificate 1-4 courses), unless approved.

Skills, Knowledge and Experience required to undertake the Role

- Reliable and eager to learn
- Good verbal and written communication skills
- Proactive approach to work and ability to seek advice on priorities and tasks
- Ability to work as part of a team and deliver a good level of customer service
- Attention to detail
- Basic computer skills

Position Certification

My signature below confirms that I understand and agree to undertake the inherent requirements of the position as outlined above.

Employee Name	Employee Signature	Date:
Manager Name	Manager Signature	Date:

Office use only

Position Reason	New position Replacement Position Other	Position Re-designed Position updated
Approved by:	CEO	Date: 30 May 2024