



## **Vacancy Information Package Trainee Officer**

**Closing Date: 4.30pm 7<sup>th</sup> February 2020**

### **About the Shire**

Wagin (meaning the Emu's Watering Place) is located 228 kms south east of Perth in the heart of Western Australia's Great Southern Region. The population of the Shire is approximately 1900 and the Shire comprises an area of 1950 square kilometres.

The economy of the district is based on agriculture with wheat, barley, oats, canola and lupins being the main crops and sheep and cattle production being prominent.

Although the local industries and services are based around the agricultural sector Wagin is also home to Grainfeeds a pet food manufacturer, Unigrain a grain merchant, Gilmac Hay a hay processing plant and also a steel fabrication firm, machinery and vehicle dealerships.

The town is well serviced when it comes to medical infrastructure and offers a Medical Centre where the local doctor, dentist and Child Health Service operate from. Wagin has 16 beds of which includes 2 palliative care beds and has received accreditation from the Australian Council for Hospital Standards and the community places a high priority on this facility.

A Frail Aged Hostel known as Waratah Lodge is equipped with 18 well-appointed rooms adjacent to the hospital and the Wagin Cottage Homes has 48 accommodation units for the well-aged.

The Wagin District High School caters for schooling from kindergarten to year 10 and a daily bus runs to the Narrogin Senior High School.

Sport and Recreation plays an important part in the Wagin community and the town is well serviced by recreational facilities with sports such as tennis, cricket, football, netball, badminton, lawn bowls, golf, darts, shooting, trotting, go-karts, motor cycle club, swimming and hockey most prominent.

All major services are available and the following service clubs exist, Wagin Action Group, Lions, Masonic Lodge and Rotary. The Anglican, Catholic, Baptist, Uniting and Vineyard Christian Fellowship Churches are represented in the town.

Wagin is the home of the Giant Ram which is a manmade tourist attraction being a replica of a merino ram which has become an icon of Wagin.

The Wagin Historical Village is an excellent reproduction of an old Australian Village and acts as a living historical museum. Wagin is also home to the largest annual sheep show in the southern hemisphere being the Wagin Woolorama. The Woolorama has attracted over 30,000 people over the two days of the event. The event is totally organised and run by the

Wagin community.

The local radio station (Radio Great Southern 1422 am and 1611 am) provides an excellent source of communication for our residents.

Wagin is fortunate to have the services of local builders, electricians, plumbers, Community Resource Centre and the presence of the National Australia Bank and Bankwest and a strong Police presence in the town.

Wagin offers its residents a safe, well-appointed town with a real sense of community and it has been heartening to welcome new residents to our community in recent years who are choosing to move to our town.

### **Submitting an application**

#### **Guidelines**

These guidelines have been developed to assist you in preparing your application and to ensure all documentation is submitted with your application.

#### **Preparing your application**

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

<b>Application form</b>	Please complete all sections and sign the declaration. Job applications which do not include a completed application form will not be considered.
<b>Covering letter</b>	State why you want the position State the identifying details of the position together with any relevant information of your availability for an interview. You may wish to summarise your application and emphasis your strongest points and achievements.
<b>Curriculum Vitae (resume)</b>	This is a summary of your work history and should start with the most recent or current position. You should include employment to and from dates, position title and details of duties.  Please ensure you include your personal details; name, current address and telephone number.  Also include qualifications and training achievements or any study you are currently undertaking and membership of professional bodies.
<b>Addressed selection criteria</b>	It is a requirement of your application that you address the selection criteria for the position you are applying for as outlined in the position description.  The selection criteria are the qualifications, experience, knowledge, skills and abilities considered necessary to perform the functions of the position.  This should include demonstrated capabilities by providing evidence of how you meet the selection criteria;

	<p>provide specific details; and where possible, include an indicator of success or a result.</p> <p>An easy way to do this is to use the STAR model - that is:</p> <p><b>Situation:</b> provide a brief outline of situation /setting</p> <p><b>Task:</b> outline what you did</p> <p><b>Approach:</b> outline how you did it</p> <p><b>Result:</b> describe what the outcomes were.</p>
<b>Referees</b>	<p>Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager.</p> <p>Provide names, work addresses and current contact telephone numbers for each referee.</p> <p>Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.</p>
<b>National Police Clearance</b>	<p>Some positions may require preferred applicants to provide a recent National Police Clearance and/or Working with Children Check.</p> <p>The police clearance should have been obtained within the three months prior to applying for or obtaining the position.</p>
<b>Pre- employment medical / physical assessment</b>	<p>In the course of the application and selection process you will / may be required to undertake a physical or medical assessment relevant to the duties in your position description to ensure we exercise our duty of care to our current and future workforce.</p>

Only photocopies of your qualifications, certificates and the like should be attached to your application – please do NOT send originals. If applying for more than one position, separate applications must be submitted – one application for each position.

Applications will not be accepted after the closing date.

**Lodging your application:** By **Hand** Shire of Wagin, 2 Arthur Road Wagin WA 6315

Attention: CEO **Post** PO Box 200, Wagin WA 6315



## **Selection Criteria**

### **ESSENTIAL**

- \* Developing keyboard and computer skills.
- \* Developing numeracy skills.
- \* Developing communication skills, both written and verbal.
- \* Developing public relations and customer service skills.

### **DESIRABLE**

- \* Developing knowledge of Council's organisation structure and function.
- \* Working knowledge of local community.



## **Trainee Officer**

### **Position Description**

#### **1. Incumbent**

**Name:** Vacant

**Date Commenced:**

#### **2. Industrial Instrument and Level**

Local Government Officers (Western Australia) Award

Level 1

#### **3. Position Summary**

- 3.1 The Trainee would be required to assist clients at the front counter with queries relating to Transport Licensing, Shire matters as well as general information required by people seeking assistance.
- 3.2 Assist and carry out general clerical and administrative tasks pertaining to Local Government operations.
- 3.3 Complete Traineeship Certificate II (Certificate course to be determined)
- 3.4 On the job training and development within a range of local government fields.

#### **4. Requirements of Position**

##### **4.1 Skills**

- 4.1.1 Developing keyboard and computer skills.
- 4.1.2 Developing numeracy skills.
- 4.1.3 Developing communication skills, both written and verbal.
- 4.1.4 Developing public relations and customer service skills.

##### **4.2 Knowledge and experience**

- 4.2.1 Developing knowledge of Council's organisation structure and function.
- 4.2.2 Working knowledge of local community.

#### 4.3 Qualifications and/or training

- 4.3.1 No formal qualifications required.
- 4.3.2 Completion of Year 12 Certificate with English or Maths or completion of Year 10 with relevant and recognised ability and / or experience.

### 5. Scope of Duties/Learning

- 5.1 Answer the phone and emails and forwarding to the appropriate person or assisting the client themselves once able
- 5.2 Assisting clients with queries related to a variety of Council matters and forwarding their enquires to the appropriate person as required
- 5.3 Taking payments from clients for related expenses – rates, dog and cat licenses, permits and infringements as well as tip passes
- 5.4 Assisting clients in making a booking related to Local government facilities – Eric Farrow Pavilion, Recreation Centre, Town Hall and Community Bus etc
- 5.5 Attending Local government Licensing training in Perth – then assisting clients with licensing issues
- 5.6 Basic IT work
- 5.7 Basic end of the day financial balancing
- 5.8 Document creation and adaption
- 5.9 Record keeping – the process involved with keeping accurate records
- 5.10 Filing – learning the filing system, locating filed documents and filing new documents
- 5.11 Basic work with the SAM trailer, adapting program and altering display as needed
- 5.12 Working with finance to assist in debtor and creditor allocations – checking invoices, working with trust monies and creating purchase orders
- 5.13 Working with Works Administration Officer in gaining knowledge of Council's Works Department duties and Local government laws relating to dogs and cats
- 5.14 Working with Community Liaison Officer in matters relating to Occupational Health and Safety, bush fire control and general community services and events

### 6 Organisational Relationships

#### 6.1 Position is responsible to:

Deputy Chief Executive Officer

#### 6.2 Position supervises:

N/A

#### 6.3 Key Relationships:

**Internal:** Chief Executive Officer  
Deputy Chief Executive Officer  
Manager of Works  
Manager of Finance  
Administration Staff  
Other staff as employed from time to time

- External:** Councillors  
 Other Local Governments  
 General Public (including Ratepayers and Residents as appropriate)

**7 Extent of Authority**

Works within confines of standards and procedures under regular supervision of the Deputy Chief Executive Officer and as per delegations register and responsibility and appropriate decision making in administration.

**8 Public Responsibilities**

To promote a favourable public image of Council's personnel, operations and the Shire in general.



# Application Form

PRIVATE DETAILS		
Surname		
Given names		
Date of Birth		
Street address		
Suburb	State	Postcode
Mobile phone	Other (work/home)	
Email address		
Do you have a valid WA driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Class:	Licence number: Please bring your driver's licence with you if you are invited for an interview.	
EMPLOYMENT RIGHTS		
Are you an Australian Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you currently on a working visa?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If "yes" please provide details .....</b>		
.....		
EDUCATION AND QUALIFICATIONS		
Institute	Qualification	Completion Date

<b>OTHER RELEVANT SKILLS AND CERTIFICATIONS (e.g. First Aid)</b>		
<b>EMPLOYMENT HISTORY</b>		
Most recent employer/Company Name:		
Position held:		
Start date:	End date:	
Description of duties:		
Reasons for leaving:		
Previous employer/Company Name:		
Position held:		
Start date:	End date:	
Description of duties:		
Reasons for leaving:		
<b>HEALTH QUESTIONNAIRE</b>		
Do you suffer from any injury, illness or disability that may impact on the tasks required to fulfil this position?		
Yes, please complete below <input type="checkbox"/> <span style="float: right;">No <input type="checkbox"/></span>		
Please note, disclosure of any illness, injury or disability will not exclude an applicant from employment. The Shire of Wagin has a Duty of Care to all employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.		
Have you ever had a workers' compensation claim?		
Yes, please complete below <input type="checkbox"/> <span style="float: right;">No <input type="checkbox"/></span>		
Reference is made to Div.8 Section 79 of the Worker Compensation and Injury Management Act 1981		
Description of injury, illness or disability (nature, date occurred, duration, employer)		



--

**PROFESSIONAL REFEREES**

Name	Company	Position	Contact Phone	Contactable immediately
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

**ATTACHMENTS**

Please include the following documents with your application:

Cover Letter       Resume       Selection Criteria Addressed

Are you currently or have you worked for the Shire in the past?      Yes       No

Are you currently or have you been placed at the Shire by a recruitment agency in the past 12 months?      Yes       No

If 'YES', provide Position Title .....

I consent to any reference checks which may be necessary to support my applicaiton      Yes       No

**Health**

Applicants who are successful may be subject to a pre–employment medical as part of the Shire’s recruitment process. At this stage applicants may be required to disclose any prior workers compensation claim/s and details of any previous or current medical condition/s or restriction/s that may impede their physical ability to perform the role they have applied for.

I understand and agree to these terms and conditions      Yes       No

**Applicant declaration**

I certify that my answer to each of the above questions is true and this information is correct. I understand that any misrepresentation of facts in this application could be cause for instant termination if I am employed with Shire. If you are successful in your application your form will become part of your employment record.

**Signed:** .....      **Date:** .....