



**SHIRE OF NANNUP  
AND  
NANNUP TELECENTRE**

**STATEMENT OF RECRUITMENT MATTERS**

**FOR THE POSITION OF**

**CLERICAL TRAINEE**

**(TWO POSITIONS)**

**APPLICATIONS CLOSE: Friday, 11<sup>th</sup> December 2009**

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## **INTRODUCTION**

The Shire of Nannup and the Nannup Telecentre are jointly advertising and selecting two Clerical Trainees. The successful applicants shall be appointed to work within one of the organisations for the twelve month duration of the traineeship.

Applicants need only submit one application, and if selected, attend one interview. Both the Shire of Nannup and the Nannup Telecentre will be involved in the selection process of both trainees.

The following Position Description is generic in nature as it will be dependent upon the position the successful Trainee secures as to the exact nature of the duties to be performed.

Salary and other benefits are specific to the place of employment and are outlined separately in the Position Description.

## **ADVERTISEMENT**

### **SHIRE OF NANNUP and NANNUP TELECENTRE**

#### **CLERICAL TRAINEE**

Applications are invited for two Clerical Trainee positions, one with the Shire, one with the Telecentre, commencing 4 January 2010.

Both organisations are seeking a person who is well presented and keen to commit themselves to a traineeship for a period of 12 months during which time they will receive both on and off the job training in a wide range of clerical activities in busy office environments.

Interested persons can obtain a Statement of Recruitment Matters by contacting Evelyn Patman at the Shire on 9756 1018, or Cheryle Brown at the Telecentre on 9756 3022.

Written applications addressing the selection criteria must be submitted to the Shire's Chief Executive Officer by Friday 11<sup>th</sup> December 2010, either by posting to PO Box 11 Nannup 6275 or delivery to the Shire Offices 15 Adam Street Nannup.

Craige Waddell  
Manager Corporate Services  
Shire of Nannup

Cheryle Brown  
Coordinator  
Nannup Telecentre

## POSITION DESCRIPTION

<b>POSITION:</b>	Clerical Trainee
<b>SALARY:</b>	75% of Award Rate for age of trainee
<b>TENURE OF EMPLOYMENT:</b>	12 months
<b>DEPARTMENT:</b>	Corporate Services / Telecentre
<b>RESPONSIBLE TO:</b>	Executive Officer / Coordinator

### OBJECTIVES OF THE POSITION:

- ❖ To receive on and off the job training to satisfy the objectives and requirements of a Clerical Traineeship under the Industry Training Council.
- ❖ To provide assistance, under supervision, to officers in the performance of a variety of duties.

### DUTIES OF THE POSITION:

(The extent of involvement in the following duties will be dependent upon skills obtained and displayed through on and off the job training)

- ❖ Assist with “in person” front counter enquiries including receiving and banking of monies
- ❖ Assist in the operations of the Nannup Public Library (Shire of Nannup)
- ❖ Assist staff in the maintenance of the central records system
- ❖ Assist with the operations of the telephone system
- ❖ Mail
  - collect from, and deliver to Nannup Post Office
  - open mail and record on central records register

### REQUIREMENTS OF THE APPLICANT:

- ❖ Commitment to undertake on and off the job training over the duration of the Traineeship
- ❖ Basic interpersonal skills
- ❖ Basic keyboard skills

**SELECTION CRITERIA:**

**ESSENTIAL:**

- ❖ Basic keyboard skills
- ❖ Basic interpersonal skills
- ❖ Completion of Year 10 secondary schooling

**DESIRABLE:**

- ❖ Previous cash handling/reconciliation experience
- ❖ Previous telephone answering experience
- ❖ Previous customer service experience
- ❖ Year 12 Secondary School Graduation with studies relevant to office or commercial environments
- ❖ Current "C" class drivers' licence

**RECRUITMENT TIMETABLE**

<b><u>DATE</u></b>	<b><u>ACTION</u></b>
04.11.09	Advertising commences
11.12.09	Closing date for applications
15.12.09	Short listed applicant's interviews
16.12.09	Successful applicants advised
04.01.10	Trainees commence work

## **SALARY & OTHER BENEFITS**

### **SALARY:**

In accordance with the Guidelines for Traineeships, the Trainee is paid at a salary equal to 75% of the appropriate full Award rate. This reduction of 25% reflects the time lost to the employer by the employee attending off the job training. As such, the following rates of pay will be applicable;

<u>AGE</u>	<u>SALARY</u>
16	\$16,763
17	\$17,795
18	\$19,292
19	\$20,796

### **HOURS OF WORK:**

Shire: Monday to Friday 8.00am to 5.00pm with a one hour lunch break.

Telecentre: Monday to Friday 9.00am to 5.30pm with a half hour lunch break.

### **ROSTERED DAY OFF:**

Shire & Telecentre: By working a 40 hour week, as above, against an Award requirement of 38 hours per week, the Trainee will accumulate sufficient credit time to take one "Rostered Day Off" in each 4 week period.

### **PAYMENT OF SALARY:**

Shire: The Trainee's salary is paid fortnightly by direct bank lodgement to the bank account of your choice.

Telecentre: The Trainee's salary is paid fortnightly by cheque.

### **UNIFORM:**

Shire: Staff are encouraged to wear the corporate uniform. Council pays 50% of the cost, up to a total contribution of \$300 in the first year.

### **SUPERANNUATION:**

Shire: Council is required to contribute 9% of the Trainee's salary to the Local Government Superannuation Scheme under the requirements of the National Superannuation Guarantee Legislation. The Trainee may also elect to contribute an amount

of 5% of their salary to this scheme which will attract a further contribution of 5% of salary from Council.

Telecentre: 9% of the Trainee's salary will be contributed to a superannuation scheme under the requirements of the National Superannuation Guarantee Legislation. The Trainee may also elect to contribute an amount of 5% of their salary to this scheme.

### **SICK LEAVE:**

The Trainee is entitled to a total of 10 days sick leave during the Traineeship.

### **OFF THE JOB TRAINING:**

This will be co-ordinated through the Busselton Campus of TAFE. This may require the Trainee to attend Busselton TAFE one day per week.

### **END OF TRAINEESHIP QUALIFICATION:**

At the end of the 12 month Traineeship, the Trainee will receive a Certificate of Completion issued under the Industry Training Council. The Trainee will also be eligible to receive the Certificate II or Certificate III in Business Administration issued by the Industry Training Council. Both of these certificates are nationally recognised. The level of the certificate will be dependant upon the previous studies undertaken by the successful applicant.

### **DURATION OF TRAINEESHIP:**

The Traineeship is for a period of 12 months only. After that time the employer is not obliged to keep the Trainee on as an employee. It is the intention of both organisations, at this stage, to employ a new Trainee each year.

### **OTHER CONDITIONS OF EMPLOYMENT:**

Shire: All other conditions of employment are in accordance with the Local Government Officers (Western Australia) Award.

### **TUITION FEES:**

TAFE Tuition fees are payable by the Trainee. The cost of these fees and any book costs incurred will be reimbursed by the employer upon the successful completion of each subject.