

# Position Description

## School Based Trainee



<b>Position:</b>	School Based Trainee (76)
<b>Division</b>	Community, Culture & Libraries
<b>Band/Grade:</b>	Local Government (State) Award: Trainee Band 1 - 4
<b>Reports to:</b>	Community Development Coordinator
<b>Location:</b>	Moree Community Library, Moree
<b>Reviewed:</b>	October 2025

## POSITION PURPOSE

The School Based Trainee (SBT) in the Community, Culture & Libraries team is an entry-level position that combines formal study towards a nationally recognised qualification with practical, on-the-job learning. The core purpose of the role is to support the planning, delivery, and evaluation of community development programs and initiatives aimed at fostering a healthy, positive, and well-resourced community, particularly with Indigenous Communities and rural stakeholders in the Moree Plains Shire. The SBT contributes to enhanced community well-being and engagement by providing hands-on assistance to the team, learning foundational skills in community services, and upholding Council's commitment to service excellence and community pride.



## KEY DUTIES AND RESPONSIBILITIES

1. Actively work towards completing your Certificate III in Business Services.
2. Support the coordination and delivery of community development and cultural services activities, developing practical, hands-on skills.
3. Provide administrative and customer service support to the Community, Culture and Libraries team.
4. Communicate respectfully and clearly with internal staff, external stakeholders, and community members to foster positive relationships.
5. Undertake work tasks efficiently and professionally, ensuring minimal disruption to the community.
6. Follow instructions from supervisors and team members, asking questions to clarify procedures or expectations.
7. Represent Council positively through reliability, teamwork and pride in your work.
8. Participate in training, mentoring, and on-the-job learning to strengthen your understanding of community development and Council operations.

*\*Please note duties and responsibilities may vary from time to time as operational needs arise, on direction from the Manager or Supervisor.*

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### Behaviours and personal attributes:

- Enthusiastic
- Reliable and punctual
- Team oriented
- Community minded and respectful of others
- Eager to learn

### Key relationships

- Manager Community, Culture and Libraries, Community Development Coordinator and team.
- Internal and external stakeholders including training providers.

## SELECTION CRITERIA

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### Essential Criteria:

1. Enrolled to commence Year 11 studies in a Moree based High School in 2026 with satisfactory academic results that demonstrate the literacy and numeracy skills required to successfully complete the study components of the Certificate III qualification.
2. Genuine interest in the Business Administration, Cultural Services and Community Development field and commitment to undertake Certificate III in Business Services and complete a minimum of 800 hours of work.
3. Connection with Aboriginal people, their families and communities with a strong commitment to the ethos of Indigenous culture and a willingness to promote and support cultural values as a member of the community.
4. Ability to set goals (short term and long term) and follow through, showing persistence and reliability.
5. Ability to work cooperatively and respectfully as part of a team.
6. Good communication skills, including listening, asking questions, and providing respectful customer service when required.

### Required tickets, licences and/or qualifications:

1. Working with Children Check – if aged 18 years or older.
2. Class C/Learners/Provisional Drivers Licence – if under age 16 you must be willing to obtain your Learners once you are eligible.

### Pre-employment checks:

1. Pre-employment medical which may include drug and alcohol testing.

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### COUNCIL ACCOUNTABILITIES

- To comply with legislative requirements.
- In accordance with the Workplace Health and Safety Act, employees must take all reasonable care for their own safety and the safety of others in the workplace.
- Comply with Council's plans, policies, procedures and Code of Conduct.
- To understand, adhere and promote Council's Equal Employment Opportunity (EEO) and diversity policies and procedures.
- To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your role.

### COUNCIL VALUES

Moree Plains Shire is a strong, robust community providing a relaxed, healthy and harmonious lifestyle. Our economy supports the local region and preserves the important environmental qualities of our area. We are committed to playing our role in helping build the community we want for our future and leading the way in fostering a healthy, positive and well-resourced community.

S	H	A	R	P
<b>Safe</b> Prioritise the safety of our team members, contractors, community and environment.	<b>Helpful</b> Take the initiative to help. Offer solutions. One team.	<b>Accountable</b> Take ownership. Have the courage to call things out. Keep others accountable.	<b>Respectful</b> Mutual Respect. No time for disrespect.	<b>Productive</b> Push for results. Drive with urgency. Focus on quality.

These behaviours, in combination with further expectations and requirements outlined in Moree Plains Shire Council's internal Policies and Code of Conduct, apply to all employees of Council.

### ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description and my delegations. As the incumbent, I agree to work in accordance with the position requirements and will abide by Council's policies, procedures and values. I understand this role description is designed to guide the responsibilities and activities undertaken and acknowledge the organisation, in response to changing priorities, may vary responsibilities from time to time.

Signature:

Date: