



<b>Position title:</b>	Administration Trainee
<b>Unit:</b>	Operations
<b>Line Manager:</b>	Senior Administration Officer, Administration Officer
<b>Staff reporting to this position:</b>	NIL
<b>Location of position:</b>	Karratha
<b>Award of position:</b>	Clerical Award – 2020

**Primary objectives of the position:**

The primary objective of the Administration Trainee is to assist in providing administrative services and support to colleagues in the office, to maintain an efficient office environment and its operations, assist with general enquires and administrative tasks associated to the corporation.

**Key responsibilities:**

1. Advancing the values of PKKP Community
2. Commitment to PKKPE's Strategic Plan (applicable within job description)
3. Comply with occupational safety and health legislation, including other requirements such as PKKPE's Polices, Procedures, Board and Corporation directions and instructions
4. Always consider the unique risks associated with the PKKPE's activities when undertaking all duties
5. Communicate effectively, model integrity and respect in all interactions
6. Operate within the PKKPE's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
7. Operate within the PKKPE's chain of command to coordinate activities required to meet the PKKPE's strategic objectives
8. Work collaboratively with staff in other PKKP Entities to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem-solving skills, customer focus and alignment with PKKPE's strategic objectives.
9. Drive and support organisational change and continuous improvement by actively contributing to achieve the PKKPE's vision, mission, and priorities; and
10. Support cultural and management reforms within the department.

**Role Specific Responsibilities**

11. Assists in providing services and administrative support as required. This includes, but is not limited to word processing, data entry, maintaining correspondence and filing systems.
12. Participates constructively and positively within workplace teams to achieve set tasks and goals.
13. Applies the principles of equity, diversity, occupational safety, and health in the workplace and behaves in accordance with relevant standards, values, and policies.

### Key responsibilities:

14. Assist in ensuring delivery of quality products/services to internal and external customers.
15. Accesses and applies identified and appropriate information to achieve tasks and undertake document control and retrieval.
16. Follows workplace policies and procedures to achieve tasks.
17. Participates in the identification and applies opportunities for continuous improvement within the team.
18. Uses available and allocated resources to ensure that tasks are achieved efficiently.
19. Undertakes training and learning responsibilities, in accordance with traineeship requirements.
20. Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans

### Key performance indicators:

#### 1. **Time Management and Organisational Skills –**

The ability to understand the PKKPE's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

#### 2. **Communication and Interpersonal Skills**

The ability to communicate effectively with a wide range of people using basic written, verbal and interpersonal skills.

#### 3. **Teamwork**

The ability to work within a team environment; commitment to work with others to achieve positive outcomes.

#### 4. **Computer skills**

The ability to demonstrate the use of basic computer skills.

#### 5. **Exemplifies Personal Integrity and Self-Awareness**

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Acknowledges mistakes and learns from them, and seeks guidance and advice when required

### Selection criteria:

#### **Essential:**

1. Cultural competency with Aboriginal people and/or demonstrated respect and understanding for Aboriginal people
2. Ability to pass a pre-employment medical, including an alcohol and drug test
3. Valid open "C" Class Driver's License

4. National Police Clearance (or ability to obtain)
5. Valid Working with Children Check (or ability to obtain)
6. Excellent interpersonal, written, and verbal skills

**Desirable:**

1. Understanding of Aboriginal Corporation(s) and/or Registered Body Corporates
2. Understanding of Aboriginal Communities within the Pilbara region
3. Provide First Aid Certificate

**Aboriginal and Torres Strait Islander people are encouraged to apply for this role.**

**Certification:**

I have reviewed and confirm my full understanding of the role of Administration Trainee and agree that this is an accurate position description of that role.

Name:		Signature:		Date:	
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I can confirm that the above staff member has reviewed and discussed the position description and fully understands the requirements of the role.

Line Manager Name:		Signature:		Date:	
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