

**Indigenous Trainee – Corporate Services**

EMPLOYMENT STATUS			
<b>Status</b>	Full time	<b>Award</b>	ACCO
<b>Hours per week</b>	38	<b>Classification</b>	As per contract
<b>Length of Term</b>	12 months, fixed term	<b>Salary</b>	Trainee wage
<b>Reports to</b>	Administration Team Leader	<b>Additional Benefits</b>	Access to Salary Packaging
<b>Secondary Report</b>	Strategic HR Manager	<b>PD Review Date</b>	12mths (07.2022)

**ORGANISATIONAL CONTEXT**



The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).



BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.

**LOCAL WORK ENVIRONMENT**

Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, a medical centre and Family and Community Services.

**POSITION OBJECTIVE**

Indigenous Trainees will undertake both workplace training and structured learning over a twelve month period, working in BDAC Corporate Services. BDAC will provide on the job training in administration and assist the successful applicant in achieving a Certificate III in Business Administration. The traineeship is supported by VACCHO.

The Indigenous Trainee will learn various aspects of administration within a business environment under a fixed-term 12-month training contract. They will provide administrative support across BDAC Corporate Services, working with various functions including Human Resources, Marketing and Communications, Finance, IT & Assets, Administration and Reception, and Accreditation.

Trainees will rotate through at least two of the above Corporate Services functions during their traineeship.

<b>BDAC'S VISION AND CORE VALUES</b>	
<b><i>"Empowered generations belonging to strong families, culture and community"</i></b>	
<b><u>LEAD</u></b>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<b><u>OPENNESS</u></b>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<b><u>RESPECT</u></b>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<b><u>EXCELLENCE</u></b>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

<b>KEY POSITION RESPONSIBILITIES</b>	
<b>Primary Responsibilities</b>	<p>Trainee tasks may include:</p> <ul style="list-style-type: none"> <li>• general administration</li> <li>• reception and mail distribution</li> <li>• writing documents, emails and other communications</li> <li>• research</li> <li>• special projects</li> <li>• completing assigned tasks specific to the team in which you work</li> </ul> <p>The way you will work:</p> <ul style="list-style-type: none"> <li>• Follow instructions in a timely manner</li> <li>• Complete your work to the best of your ability</li> <li>• Maintain a professional approach to your work</li> <li>• Be a team player and help other staff</li> <li>• Be polite and respectful to all staff and our community</li> <li>• Ask for help if you aren't sure how to do something</li> <li>• Be punctual and work your set hours</li> </ul> <p>Being an engaged student</p> <ul style="list-style-type: none"> <li>• Ensure you stay up to date with your studies, including making sure all set assessment tasks are completed on time</li> <li>• Attend all online or face to face classes or tutorials with your education provider</li> <li>• Be an engaged learner during on the job training</li> </ul>
<b>Administration &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Model and abide by BDAC Values, Code of Conduct and Policy and Procedures;</li> <li>• Maintain confidentiality of all matters relating to BDAC staff;</li> <li>• Participate actively in and facilitate supervision and professional development activities;</li> <li>• Ensure that you participate in team meetings, staff meetings and other community activities as requested;</li> <li>• Ensure that you adhere to legislative requirements;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that you report any risks identified immediately to your line manager;</li> <li>• Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures;</li> <li>• Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures;</li> <li>• Participate in Continuous Quality Improvement (CQI) activities.</li> </ul>
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**COMMITMENT TO SAFETY**

<ul style="list-style-type: none"> <li>• All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles;</li> <li>• BDAC is committed to the health and wellbeing of its employees and stakeholders;</li> <li>• BDAC has a zero tolerance to all forms of violence.</li> </ul>
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**KEY SELECTION CRITERIA**

<ul style="list-style-type: none"> <li>• Identify as Aboriginal and/or Torres Strait Islander</li> <li>• Eagerness to learn and complete a Business Administration traineeship</li> <li>• Demonstrated ability to work effectively as part of a team</li> <li>• Must be able to maintain confidentiality and privacy</li> <li>• Ability to prioritise work and meet timeframes</li> <li>• Strong verbal, written and interpersonal communication skills</li> <li>• Strong computer skills including Word, Excel, Powerpoint</li> </ul>
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**Preferred / Desired / Mandatory Education, Training and/or Competencies**

<ul style="list-style-type: none"> <li>• Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control (preferred)</li> </ul>
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**CONDITIONS OF EMPLOYMENT**

<ul style="list-style-type: none"> <li>• Must pass a Criminal Police Record Check;</li> <li>• Must pass &amp; provide copy of Working with Children's Check;</li> <li>• Must hold current full Victorian Drivers Licence and provide a copy;</li> <li>• Must have the right to work in Australia.</li> <li>• Must pass an Employment History check</li> </ul>
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**EMPLOYEE STATEMENT**

<p><b>I have read, understood and accepted the above position description of the Indigenous Traineeship - Corporate Services.</b></p>	
<b>EMPLOYEE NAME:</b>	.....
<b>SIGNATURE:</b>	.....
<b>DATE:</b>	...../...../.....