



2/19 Churchill Street, Narembeen WA 6369

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www.narembeen.wa.gov.au

Application Package

FOR THE POSITION OF

Narembeen CRC Trainee

**Offered as a 12-18 month
Traineeship**

APPLICATIONS CLOSE: 4.00pm, Tuesday 3 January 2023



Department of
**Primary Industries and
Regional Development**



TABLE OF CONTENTS

Introduction

Advertisement

Position Description

Selection Criteria

Wages & Other Benefits

INTRODUCTION

The Narembeen Community Resource Centre (CRC) provides capacity building specifically in education and training, access to information technology, printing and copy support, graphic design, secretarial services, visitor information, support and services to community groups, printing of the Fencepost (local newspaper), agricultural and cultural workshops, venue hire and unemployment services. We also deliver services and information on behalf of Medicare, the ATO and Centrelink.

The Narembeen Community Resource Centre provides a dedicated service to the Narembeen community through community, social and business development.

The Narembeen CRC's services have grown significantly and we are looking for a new trainee to assist with the day to day operations of the office. The position encompasses both, on the job training and completion of a relevant Traineeship.

The ideal candidate will be an enthusiastic, self-motivated person with a commitment to complete their traineeship studies.

The CRC Trainee will be responsible for assisting with the day to day operations of the Narembeen CRC, to ensure an excellent service is provided to our community.

Narembeen is located in the heart of the Wheatbelt, 286km east of Perth. The town has evolved from its traditional rural history and today plays an important role within the Wheatbelt in cereal cropping, cattle and sheep production, agricultural innovation as well as support from industry such as engineering, auto works and tourism. Narembeen is a vibrant community offering high-quality infrastructure, fantastic services and endless opportunities.

Further information on the Narembeen Community Resource Centre can be found on the following website: www.narembeen.wa.gov.au

ADVERTISEMENT



Narembeen CRC Trainee

To be offered as a 12-18 month Traineeship

Applications are invited for the trainee position with the Narembeen Community Resource Centre, starting in Mid-February 2022.

A variety of four different traineeship options available.

This position may offer flexible hours (school or childcare hours available upon discussion) with up to 70 hours per fortnight for the right candidate.

We are seeking a highly motivated person who is well presented and keen to commit themselves to a traineeship for a period of 12-18 months, during which time they will receive both on and off the job training in a wide range of administration and community development activities.

Interested persons may obtain an Application Package with Selection Criteria and Job Description from the Shire of Narembeen Website www.narembeen.wa.gov.au/the-shire/noticeboard/employment.aspx

Written applications must address the selection criteria and include a resume and be submitted by post or hand delivered to:-

Vanessa King
Coordinator
Narembeen Community Resource Centre
2/19 Churchill Street
Narembeen WA 6369

or by email to:
crcmanager@narembeen.wa.gov.au

by 4.00pm, Tuesday 3 January 2023

POSITION DESCRIPTION

POSITION:	Narembeen CRC Trainee
LOCATION:	Narembeen Community Resource Centre (CRC) - 2/19 Churchill Street, Narembeen
RESPONSIBLE TO:	CRC Coordinator
EMPLOYMENT:	The Trainee will be an employee of the Shire of Narembeen
START DATE:	February 2023
TUITION FEES:	Fees and books will be paid by the Narembeen CRC
UNIFORM:	A uniform will be provided after the probationary period

OBJECTIVES OF THE POSITION:

- To receive on and off the job training to satisfy the objectives and requirements of a registered Traineeship.
- Provide receptionist support to the CRC
- Assist with the Coordination of Community Events and Activities

DUTIES AT THE CRC:

- Provide reception and secretarial duties to the CRC Coordinator and the community
- Assist the Coordinator in arranging training programmes/workshops including engaging trainers, sourcing local participants, arranging catering and training venues.
- Assist customers with Government Referral Services ie: Centrelink, ATO and Medicare
- Provide excellent customer service to CRC customers, including answering phone calls, making appointments and taking messages
- Provide tourist information to visitors
- Printing and distributing of local newspaper on weekly basis
- Manage library including the recording, borrowing, exchanging and returning of items and arrange monthly early childhood library programs

REQUIREMENTS OF THE APPLICANT:

- Commitment to undertake on and off the job training over the duration of the Traineeship
- A Police Clearance will be required prior to confirmation of employment.
- A Working with Children Check (WWCC) will be required prior to confirmation of employment.

SELECTION CRITERIA:

ESSENTIAL:

- Excellent communication and customer relations skills
- Keyboard and computing skills
- Proven written and verbal skills (Sound knowledge of the English language including spelling, grammar and vocabulary)
- Knowledge of Microsoft Office Suite
- Demonstrated ability to work within a small dynamic team or self-directed, flexible and work without supervision
- Experience in handling money
- Ability to meet deadlines and work under pressure

DESIRABLE:

- Competent technology skills across all mediums
- Two current referees – please include name of referee, job title, organisation and contact phone number.

WAGES & OTHER BENEFITS

WAGES:

LGO Award Level 1

HOURS OF WORK:

42 - 70 hours per fortnight

PAYMENT OF WAGES:

The Trainee's wages are paid fortnightly in arrears by the Shire of Narembeen.

SUPERANNUATION:

10.5% of the Trainee's wages will be contributed to a superannuation scheme under the requirements of the National Superannuation Guarantee Legislation. Council will match any additional super up to 5%.

LEAVE:

Permanent part time employees are entitled to annual leave and personal leave as prescribed by the award on a pro rata basis.

Permanent full-time employees are entitled to four weeks annual leave and 10 days personal leave.

A doctor's certificate required if 2 days' continuous leave.

TENURE OF EMPLOYMENT:

12 -18 months, with the possibility of ongoing employment.

END OF TRAINEESHIP QUALIFICATION:

At the end of the Traineeship, the Trainee will receive a Certificate, providing all requirements of the Certificate have been met. This Certificate is nationally recognised.

DURATION OF TRAINEESHIP:

The Traineeship is for a period of 12-18 months only. After that time the employer is not obliged to keep the Trainee on as an employee.

OTHER CONDITIONS OF EMPLOYMENT:

A one-month review of the Trainee will be conducted. Other reviews during the traineeship will be conducted at the discretion of the Coordinator.

FURTHER INFORMATION:

For further information about the position, please contact:

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