

# Statement of Duties

## School-Based Trainee

### As at August 2023

---

<b>Agency:</b>	Various
<b>Position number:</b>	Various
<b>Award/Agreement:</b>	Tasmanian State Service National Training Wage Award
<b>Classification level:</b>	School Based Trainee
<b>Hours per week:</b>	7.5 to 15 hours per week (potential for more hours in school holidays)
<b>Location:</b>	Various
<b>Position status:</b>	Fixed-Term

---

#### **Purpose:**

1. To successfully complete a Certificate in your relevant discipline;
2. Develop work skills, including customer service and teamwork, by undertaking a range of activities that provide practical work-experience that aligns and builds capability in the area of your Certificate.

#### **Duties:**

1. Undertake the required studies of a Certificate II or III in the relevant vocation.
2. Comply and contribute to the organisation's Workplace Health and Safety processes, practices and standards, as required.
3. The incumbent can expect to be allocated duties not listed within the statement of duties that are within their capacity and experience, as required.

Below outlines the duties you can expect to do under each traineeship type.

#### **Business Administration Trainee Duties:**

- Undertake routine general office duties, including photocopying, filing, sorting mail, arranging meetings, reporting and other administrative tasks as deemed appropriate;

## Statement of Duties: School Based Trainee

- Provide customer service to members of the public, clients and employees by answering queries via telephone and in person, and directing enquiries to the appropriate person or team;
- Provide information and feedback to assist with team initiatives as required;
- Utilise technology for data entry, preparing correspondence/documents, financial account processing, maintaining web information and processing payments, as required;
- Provide administrative support to the team as required.

### **ICT Trainee Duties:**

- Assist with the operational maintenance of technical devices and systems associated with the Divisions file management systems and databases.
- Provide technical support to the Section on day-to-day activities whilst maintaining confidentiality of all information.
- Assist in continual review and improvement of technical systems, and services.
- Prepare routine correspondence and communications as required.
- Perform any other duties as directed from time to time.

### **Trainee Visitor Services Officer Duties:**

- Assist with the administration and operational maintenance associated with the Divisions file management systems and databases.
- Provide administrative support to the Section on day to day activities whilst maintaining confidentiality of all information.
- Answer phone calls, emails and queries from visitors.
- Assist in continual review and improvement of systems, services and procedures.
- Prepare routine correspondence and communications as required.
- Perform any other duties as directed from time to time.

### **Trainee Laboratory Officer Duties:**

- Assist with the preparation of materials and undertake routine technical duties in various AHL sections including water microbiology and parasitology.
- Record routine performance and calibration results of scientific equipment.
- Record and monitor consumable stocks and supply.
- Assist with submissions including labelling of samples, allocation of test procedures and entry of test results.
- Undertake quality system protocols that contribute to external Quality Assurance Programs.
- Perform any other duties as directed from time to time.

## Statement of Duties: School Based Trainee

### **Trainee Laboratory Officer Duties:**

- Assist with the provision of animal care and husbandry, including observations and record keeping, feeding, cleaning and maintenance of enclosures for captive wildlife.
- Contribute as a team member in improving efficiencies in the implementation of the Department's conservation programs.
- Assist with animal handling for routine health monitoring and during veterinary procedures.
- Maintain detailed records of all animals in their care in accordance with Standard Operating Procedures. Undertake data entry associated with record keeping where required.
- Organise, collect and distribute food and consumables and assist with the maintenance of animal enclosures.
- Operate under appropriate biosecurity and Work Health and Safety (WHS) protocols.
- Perform any other duties as directed from time to time.

### **Level of responsibility, direction and supervision:**

The School-Based Trainee will receive detailed instructions, advice and feedback from their Manager or Supervisor, and will be responsible for completing routine tasks as directed with limited scope and under close supervision.

The Trainee is expected to gain skills and experience through on the job and in-house development and learning, as well as through the specific course of study.

### **Selection criteria:**

1. Demonstrated interest in the area of the vocation being undertaken.
2. The ability to work under supervision, follow instructions and act on feedback provided.
3. Able to work individually and as part of a team, assisting others when requested to do so.
4. Basic information technology skills including Microsoft office applications
5. Effective verbal communication and interpersonal skills.

### **Essential requirements:**

- Be enrolled to commence either year 11 or 12 in 2024
- Participate in a Certificate II or III in the relevant vocation in 2024.

Depending on the agency you are appointed to, you may also be required to satisfy/acquire one or more of the following if you are successful in obtaining a position:

### **COVID-19 vaccination**

A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrate

- I. Medical contraindication: A person is unable to be vaccinated against the disease due to a medical contraindication if they:
  - a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.  
Or
  - b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.  
Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.

### **State Service Principles:**

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

### **Code of Conduct:**

The State Service Code of Conduct (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

### **Workplace diversity:**

We are committed to providing a flexible and inclusive workplace that celebrates diversity and is representative of the community we serve.

### **Workplace health and safety:**

The Tasmanian State Service is committed to high standards of performance in respect to work health and safety and managing diversity.

## Statement of Duties: School Based Trainee

All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

Smoking is not permitted in the workplace or government vehicles.

Staff are also responsible for adhering to the instructions within the security plan and are expected to be pro-active in identifying threats in their workplace, in particular challenging or reporting anyone who is not properly identified within their workplace. All staff are to be familiar with and participate in all evacuation drills.