

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	First Nations - Graduate
POSITION NUMBER:	X
DIRECTORATE:	City Infrastructure or City Life or Corporate Services or Placemaking
DEPARTMENT:	To be determined
CLASSIFICATION:	Band 4
REPORTS TO:	This will be finalized once the preferred candidate is appointed and which Area the role will sit within.
DIRECTLY MANAGES:	Not applicable.
KEY STAKEHOLDERS:	Colleagues within the work Unit, Customers and other stakeholders that will be identified once the Area the role will sit in is determined.
DATE:	27/08/2024

POSITION SUMMARY:

The City of Greater Geelong recognises the value of the diversity and strength of First Nations cultures to the heritage of all Australians and is committed to increasing the number of employees of underrepresented groups, including First Nations.

This Graduate role is a designated role for First Nations people, which is designed to help eliminate inequalities for groups that may experience significant disadvantage when it comes to employment. Under the Equal Opportunity Act (2010) designated roles are lawful because they ensure equal opportunity and access to human rights to underrepresented groups. Designated roles also benefit the City by allowing us to hire a person with particular experience and expertise, such as their cultural knowledge.

The Graduate role will provide an opportunity for the incumbent's professional growth by nurturing and developing skills already acquired through further education and provide experiences that will assist the individual in deciding on a future a career path.

KEY POSITION RESPONSIBILITIES:

Specialist Work

- Assisting leaders and team members in delivering activities in area of expertise.
- Understand and follow standard processes, ask questions and seek support when uncertain.
- Be proactive in providing guidance or assistance to customers or peers, upon request.
- Use knowledge and experience to problem solve or escalate.
- Balance the needs of different key stakeholders to ensure task priorities are met.
- Assist in undertaking tasks to support the Team that develop skills in accountability, communication and in planning and organising.

People Work	<ul style="list-style-type: none"> Behave in line with the City's values, show respect while interacting with others from diverse backgrounds. Engage and participate as a productive team member. Provide regular work updates; be open to providing and seeking feedback. Develop positive relationships with other staff, customers, and community. Set and work towards achieving agreed personal development goals which are aligned to the field of study undertaken.
Organising/ Planning Work	<ul style="list-style-type: none"> Be prompt, complete tasks on time and to required quality, aligning efforts to the department's business plans. Be proactive in communicating and collaborating with the team to resolve any queries. Deliver assigned tasks to meet customer needs, complying with organisation policies and relevant standards. Plan own activities by managing time through effective prioritisation. Assist the leader in making improvements and support change processes.

The above information is graphically depicted in the **Position Balance** graph below. It shows the approximate degree of time one may require dedicating towards people leadership, organising resources/planning and specialist work. The time horizon indicates the timeframes the important tasks in this job may take to create an impact on the organisation indicating the level of strategic thinking and impact

People Leadership 5 – 15%	Organising Resources & Planning 5 – 15%	Specialist Work 70 – 90%
Time Horizon 0- 3 Months		

SELECTION CRITERIA:

We embrace diversity and encourage applicants to apply, even if they don't meet all the criteria. We value different experiences, unique skills and believe in providing opportunities for growth.

REQUIRED	DESIRABLE
Education and Experience	
<ul style="list-style-type: none"> A qualification in a discipline that will align with Areas of the City. 	<ul style="list-style-type: none"> Other relevant courses and/or qualifications
Skills and Knowledge	
<ul style="list-style-type: none"> Demonstrated skills in area of study undertaken. People skills to support, influence, and collaborate with relevant stakeholders. Good communication skills – written and verbal. Problem-solving mindset. Desire to learn and improve stakeholder management skills. 	<ul style="list-style-type: none"> Some knowledge of legislation and policies specific to field of study.

REQUIRED	DESIRABLE
<ul style="list-style-type: none"> • Ability to work to plan and manage time effectively. • Additional essential specialist skills related to the field of study, for success in this role 	
Licenses or Checks	
<ul style="list-style-type: none"> • Working with Children Check • Police Check 	

APPENDIX 1: ADDITIONAL GENERAL INFORMATION:

General Expectations

- Behave according to the City's values and expectations.
- Behave according to the City's Leadership capability framework which specifies the behaviours for being an effective team member.
- Adhere to the Council's policies and procedures and carry out duties as deemed reasonable and relevant to this position.
- Understand and adhere to relevant Delegations and Regulations applicable to this role.
- Participate in building ethical organisational culture, by preventing, detecting and reporting fraud and corruption.

Child Safety Responsibilities:

We are committed to being a child-safe organisation and have zero-tolerance for child abuse. We have specific policies, procedures, and mandatory training in place to support employees, volunteers, and contractors to achieve and adhere to these commitments. Please read our [Child Safe Standards Management Policy](#).

Diversity and Inclusion

At the City we want a workforce that reflects the community we live in. We welcome and embrace everyone, all people with their own unique experiences, and support and encourage all our employees to do their best work, have equal access to opportunities and a just working environment. For this reason, we particularly welcome and encourage applications from First Nations people, people with diverse cultural and linguistic backgrounds, from the LGBTQIA+ community, people with disability and people of all genders, ages and diverse experience.

Risk Management and Occupational Health, Safety & Wellbeing (HSW) Responsibilities:

- Promote a positive occupational health, safety and wellbeing culture by demonstrating a positive commitment to HSW.
- Understand and comply with all City of Greater Geelong HSW policies, procedures, and legislative requirements relevant to the position.
- Take responsibility for own safety, perform work in a safe and appropriate manner, ensure understanding of any hazards and risks that may be present.
- Ensure behavior does not interfere with the HSW of others, including discrimination, bullying or harassment.
- Proactively report any incidents, injuries, hazards, or unsafe work practices.
- Complete all mandatory and recommended HSW training as scheduled.

The following general physical, functional, and psychosocial requirements may apply to this position. Specific physical requirements will be attached if applicable.

Physical and Functional Requirements	Psychosocial Requirements
<ul style="list-style-type: none">• Some manual handling tasks.• Prolonged Periods of inactivity, e.g., sitting at the computer.• Regular keyboarding associated activities.	<ul style="list-style-type: none">• Interacting with demanding clients or some exposure to stressful situations.• Meeting demanding deadlines.• Working longer hours or occasional work over weekends.• Limited control over work methods and procedures.• Working repetitive or monotonous tasks.• Limited opportunities for social interaction at work outside immediate work group.

APPENDIX 2: ADDITIONAL GENERAL INFORMATION

Band 4- Professional Staff:

As per the Enterprise Agreement (No.11) 2021, the following points may apply to a **BAND 4** role:

Accountability and Extent of Authority:

- Provides information, supervises resources, or regulates clients.
- Work guided by standards allows discretion, observable outcomes, impacts local work groups, individual jobs/clients, and internal procedures.

Judgement and Decision Making:

- Work nature is well-defined with clear procedures and documentation; Tasks involve choosing from a set range of techniques, systems, and methods.
- Accessible guidance and advice available within the decision-making timeframe.

Specialist Knowledge and Skills/Qualifications and Experience:

- See relevant sections of the Selection Criteria above.
- Proficiency in applying procedures, practices, and equipment use, involving considerable skill or adaptation.

Management and Interpersonal Skills:

- Familiarity with personnel practices, offering on-the-job training, essential time management and organizational skills.
- Proficiency in written communication for routine correspondence and reports, need to collaborate with clients, public, and colleagues; supervise if needed.

For more information, please refer to the Schedule 12 of the City of Greater Geelong Enterprise Agreement (No.11) 2021