

Statement of Duties

School-Based Trainee

As at September 2025

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

Trainee Administration Officer Duties:

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

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- 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.

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 samples and undertake routine technical duties around rock and soil sample management in the Mornington Laboratories.
- Record routine performance and calibration results of scientific equipment as required.
- Record and monitor consumable stocks and supply.
- Assist with sample submissions including labelling of samples, allocation of test procedures in the Laboratory Information Management System, and entry of test results etc.
- Undertake quality system protocols that contribute to external Quality Assurance Programs (for example National Association of Testing Authorities requirements).
- Perform any other duties as directed from time to time.

Aboriginal Trainee Wildlife 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.

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- 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.

Aboriginal 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.

Trainee Finance Officer Duties:

- Assist with the administration and operational maintenance associated with the Divisions file management systems and databases including checking debtor and creditor details.
- Provide financial administrative support to the Finance Branch on day-to-day activities whilst maintaining confidentiality of all information.
- Process routine financial transactions.
- Assist in continual review and improvement of systems, services and procedures.
- Prepare routine correspondence and communications to creditors.
- Communicate with internal and external stakeholder where required.
- Perform any other duties as directed from time to time.

Trainee Entomology Technical Officer Duties:

- Laboratory processing and screening of insect samples and traps from biosecurity

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surveillance programs.

- Data entry of laboratory samples from biosecurity surveillance programs, including labelling of samples and entry of diagnostic results.
- Assist the maintenance of entomology laboratory systems in a biosecurity environment.
- Assist the maintenance of the Tasmanian Agricultural Insect Collection
- Perform any other technical duties relating to the entomology laboratory as directed.

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 2025
- Participate in a Certificate II or III in the relevant vocation in 2025.

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:

Department of Police, Fire and Emergency Management – The Head of the State Service has determined that a person nominated for appointment for a position in DPFEM is to satisfy a pre-employment check before taking up the appointment, promotion, or transfer. Any relevant serious criminal offence within the previous five years or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment, promotion, or transfer. Such offences would include, but are not limited to:

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- Arson and fire setting
- Sexual offences
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud)
- Deception (e.g. obtaining an advantage by deception)
- Making false declarations
- Violent crimes, crimes/offences against the person or other statutory offences
- Malicious damage and destruction to property
- Trafficking of narcotic substance
- False alarm raising.

Aboriginal and/or Torres Strait Islander Targeted Roles

We are committed to making sure our workplaces are safe, inclusive, and welcoming for everyone. We offer targeted roles to ensure access to and inclusion to join our workforce for Aboriginal and Torres Strait Islander people. If you are an Aboriginal student and self-identify in your application, and choose to be considered for a targeted role, you will need to meet the applicable criteria below:

Be an Aboriginal and/or Torres Strait Islander person verified under the terms outlined in the [Eligibility Form for Tasmanian Government Aboriginal and Torres Strait Islander programs and services](#);

State Service Principles:

Employees should familiarise themselves with the State Service Principles (view at 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 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.

All employees are expected to participate in maintaining safe working conditions and practices

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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.