

## Health and Wellbeing Trainee

### Position Description

<b>Directorate</b>	Finance & Corporate Services	<b>Department</b>	Wellbeing & Safety
<b>Reports To</b>	Principal Wellbeing Partner	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 -Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 1

### Position Purpose

This position will engage in a work-based training program undertaking activities associated with supporting the day to day functions of the Health and Wellbeing team.

### Key Responsibilities and Outcomes

As a Health and Wellbeing Trainee, and member of the Wellbeing & Safety team, you will:

- Provide administrative assistance in the management of an injury and illness case portfolio (including file/record management, workers' compensation payroll, fielding general enquiries on process).
- Assist with implementation of Council's Health Surveillance Program including scheduling and coordination of onsite health clinics, managing appointments and team members communications and maintaining a register of individual health surveillance requirements.
- Monitor and process incoming and outgoing communication, providing advice on routine Health & Wellbeing matters and ensuring all correspondence and requests are managed professionally, timeframes are met, and follow-up actions or escalations are executed.
- Undertake data entry and basic reporting with accuracy and proficiency.
- Assist in the completion of other general administrative duties, as required, including scheduling and minuting of meetings.
- Maintain confidentiality and exercise diplomacy in dealing with issues of a sensitive nature.

### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

**SERVICE**
**TEAMWORK**
**INTEGRITY**
**RESPECT**
**SUSTAINABILITY**

<b>Decision Making</b>	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

<b>Knowledge &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Attention to detail with strong written and verbal communication skills.</li> <li>• Sound administration, organisation, processing, and time management skills.</li> <li>• Demonstrated ability to use initiative and apply common sense and discretion in carrying out tasks and upholding confidentialities.</li> <li>• Basic level and understanding of Microsoft Office suite of programs, particularly within Microsoft Word, PowerPoint and Excel.</li> <li>• Demonstrated ability to work in a team environment communicating effectively, and</li> <li>• Experience contributing to a positive work environment with a strong focus on quality customer service.</li> </ul>

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Aptitude and ability to enrol in and complete a Certificate III in Business</li> </ul>

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*