

Corporate Support Trainee

RESPONSIBLE TO: Corporate Services Manager
LOCATION: Shepparton
POSITION TYPE: Full-time
CONTRACT TERM: Fixed Term (12 months)
REMUNERATION: Trainee Wage
SUPPERANUATION: Relevant to Trainee Wage
CONTACT OFFICER: Carla Dixon
APPLICATION TO: Tui Crumpen, Director - Kaiela Institute



Organisational context

The **Kaiela Institute** supports collaboration between Aboriginal and non-Aboriginal leaders to envision, design and implement an inclusive future for all people in the Goulburn Murray region.

It has been established to provide a place and a process to encourage and support Aboriginal self-determination in providing a more strategic approach to building the future of our community. Kaiela Institute works with lead organisations across the region to implement the Goulburn Murray Regional Prosperity and Productivity Plan, a 15-year strategic plan.

Kaiela Institute is the lead organisation in the Goulburn-Murray region for the Community Revitalisation and Strengthening Pathways to Economic Participation initiatives (Victorian Government), and Empowered Communities initiative (Australian Government).

This includes supporting partnerships to deliver initiatives in the identified priority areas of health, education, employment and social procurement and inclusion.

Position

Earn while you study. Our new Corporate Support Trainee will learn skills, techniques and systems that can be applied to any workplace, anywhere. Give your career a head-start and become a trusted and appreciated employee with essential business skills.

You will be supported to learn and engage in a wide range of business and administration functions within Kaiela Institute working across the Goulburn Murray region. You will observe and train with experienced staff to develop a broad organisational understanding.

Key duties include:

- Administration, including document preparation, task organisation and general administrative tasks.
- Client Service, from reception through to strategic stakeholder engagement.
- Communications, from drafting professional written content to working with the Strategic frameworks to develop meaningful content.
- Finance, including purchasing, recording of financial information and use of accounting software.
- Human Resources, including payroll and workplace safety.
- Information Technology, including the use of multiple software applications to communicate and collaborate.
- Operations – working with the Corporate Support team to improve organisational outcomes through supporting the wider Kaiela Institute team.
- Project Management, including undertaking project work.



Selection criteria

Essential

- Demonstrated commitment to work and education.
- Demonstrated desire to learn and professionally develop
- Demonstrated punctuality and ability to manage work/life demands.
- Demonstrated reliability to work and education.
- Demonstrated strong Communication skills (both verbal and written skills)

Important

- Completion of Year 11 or 12
- Experience working in First Nation communities.

Conditions of employment

Current driver's license valid for driving in Victoria.

Successful candidates will be required to undertake pre-employment checks including proof of identity, qualifications, driver's license, and National Police Check (within las 6 months).

The position is also subject to the satisfactory completion of a three-month probationary period.

Must possess a current Working with Children Check

Some out of business hours work may be required, or out of business hours work may be required.

Overnight stays and interstate travel may be required, or interstate travel may be required.

To apply

Please submit your CV and a two-page statement of claims against the selection criteria providing relevant examples against key duties of the role to email:

administration@kaielainstitute.org.au.

Applications close at 3pm on Friday 12th August 2022