



ANNUAL TRAINEESHIP PROGRAM

WHY JOIN US?

Council's Annual Traineeship program provides trainees with the skills, training and experience to kick-start their chosen career. Upon completion of the program, trainees will have a nationally recognised qualification and the opportunity to apply for roles within Council and other organisations.

Waratah-Wynyard Council hosts trainees for up to three (3) years. Although opportunities for other fields may become available, we will recruit a trainee in the following fields each year:

- Civil Works
- Parks & Reserves
- Children's Services

Council trainees can enjoy benefits including:

- Competitive conditions of employment
- Work/life balance and flexibility
- 100% of training costs paid for by Council
- Ongoing training and career development opportunities
- Support and mentorship from previous trainees



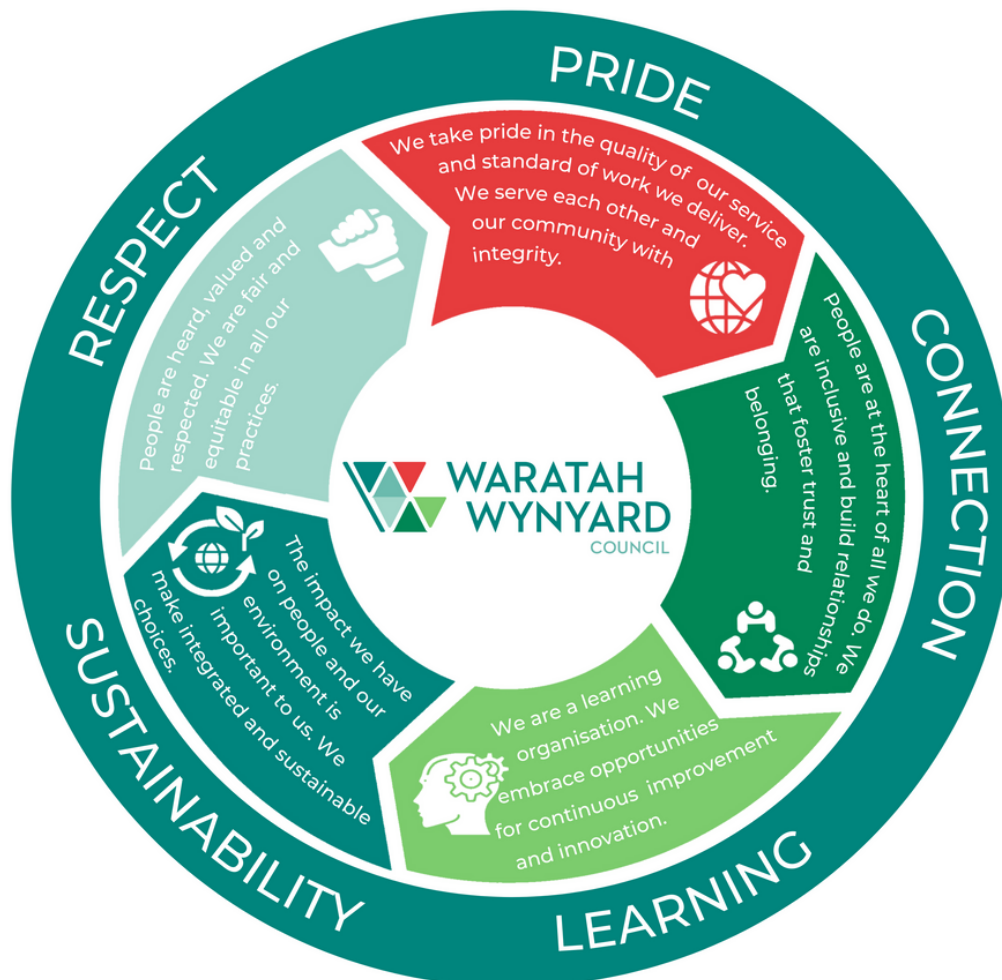
OUR VALUES

OUR VISION

To deliver innovative sustainable services to our community through strong leadership, clear direction and collaborative relationships.

OUR MISSION

Building our community and region, providing leadership, a strong voice and delivering outcomes based on value for money.



Waratah-Wynyard Council is passionate about providing equal employment opportunities by valuing equity, diversity and inclusion to the benefit of all. We actively encourage applications from all backgrounds with the right to live and work in Australia.

CIVIL CONSTRUCTION TRAINEESHIP



THE POSITION

Working under direct supervision the Civil Works trainee will gain skills/experience and contribute to the operations, maintenance and construction of the civil assets of Council's infrastructure in accordance with Council's Contract Service Levels and Project Plans.

Employment within this role is conditional upon enrolment and successful progression of study in a Certificate III in Civil Construction throughout the three (3) year fixed term employment period.

WAGE

All trainees studying a Certificate III are paid under the Waratah-Wynyard Council Enterprise Agreement.

WHO YOU ARE

- Aged 16 years or older
- Have an interest in Civil Construction
- Able to meet citizen, residency and visa requirements to undertake a traineeship
- Hold a Driver Licence (Learners Permit acceptable).

WHAT YOU'LL DO

- Undertake duties to support Council operations, including:
 1. Maintenance of roads and pavements
 2. Specialised manual tasks using hand and power tools for laying pipes, concreting, working with drainage and more.
- Complete study via TasTAFE (a total of 25 units)
- Work a 76 hour (9 day) fortnight.

HORTICULTURE TRAINEESHIP



THE POSITION

Working under direct supervision the Horticulture trainee will gain skills/experience and contribute to the operations, maintenance and construction associated with Councils public open space and recreational facilities in accordance with Council's Contract Service Levels and Project Plans.

Employment within this role is conditional upon enrolment and successful progression of study in a Certificate III in Horticulture throughout the two (2) year fixed term employment period.

WAGE

All trainees studying a Certificate III are paid under the Waratah-Wynyard Council Enterprise Agreement.

WHO YOU ARE

- Aged 16 years or older
- Have an interest in horticulture
- Able to meet citizen, residency and visa requirements to undertake a traineeship
- Hold a Driver Licence (Learners Permit acceptable).

WHAT YOU'LL DO

- Undertake duties to support Council operations, including:
 1. Landscaping
 2. Maintenance of trees and other plants
 3. Biosecurity, pest management and chemical use.
- Complete study via TasTAFE (a total of 16 units)
- Work a 76 hour (9 day) fortnight.

CHILDREN'S SERVICES TRAINEESHIP



THE POSITION

The Children's Service Trainee is responsible for providing assistance for Council's delivery of innovative and quality early education and care programs in line with the National Quality Framework, supporting children's wellbeing, learning and development.

Employment within this role is conditional upon enrolment and successful progression of study in a Certificate III in Early Childhood Education and Care throughout the two (2) year fixed term employment period.

WAGE

All trainees studying a Certificate III are paid under the Waratah-Wynyard Council Enterprise Agreement.

WHO YOU ARE

- Aged 16 years or older
- Have an interest in Early Childcare
- Able to meet citizen, residency and visa requirements to undertake a traineeship.

WHAT YOU'LL DO

- Undertake duties to support Council operations, including:
 1. Delivering quality childcare
 2. Establishing relationships and interacting with children
 3. Assisting in all activities involved in the team approach to Childcare.
- Complete study via TasTAFE (a total of 17 units)
- Work a minimum of 15 hours per week.

RECRUITMENT

Council will recruit for trainee positions around September/October each year or when business and operational needs arise. All positions will be advertised on Council's current vacancies webpage:

<https://www.warwyn.tas.gov.au/jobs-council/current-vacancies/>

The recruitment process has a number of steps which include:

APPLICATIONS

You must submit an updated resume outlining previous experience and education, cover letter outlining why you are applying for the role and address the selection criteria available on Council's website.

SHORTLISTING

When applications are closed, the applications will be reviewed by Council's People & Safety Team as well as the managers in the relevant department, and they will choose which candidates are successful for an interview. The candidates who were not shortlisted will get emailed letting them know they have been unsuccessful.

INTERVIEWING

If you are a successful candidate, you will be invited to attend an interview. You will be contacted by phone to confirm relevant details. The interview will consist of a panel of a minimum of two employees, who will ask a series of questions based on the selection criteria which assists us to determine if you are the right fit for the role.

PRE-EMPLOYMENT CHECKS

All positions with Council are subject to standard pre-employment checks such as reference checks, pre-employment health assessments (including drug & alcohol tests) and National Criminal History Checks.

OFFER OF EMPLOYMENT

The successful candidate will be issued a Letter of Offer and Position Description. Once the position has been accepted, the People & Safety team will provide the candidate with a New Employee Pack which includes documents that will need to be completed and returned prior to commencing. All other interviewed applicants will be notified of the selection decision.

INDUCTIONS

Before the first day, the trainee will be sent links to Council's online induction to complete. This will be followed up with an on-site induction on the first day.

TRAINING SIGN UP

Prior to starting (or within your first week), you will meet with an Australian Apprenticeship Support Network (AASN) Provider who will sign you up in your course, so you are able to undergo your training as soon as possible.

CONTACT US TODAY TO LAUNCH YOUR SUCCESSFUL CAREER



FURTHER INFORMATION

For further information about how to launch your successful career at the Waratah-Wynyard Council please visit:

<https://www.warwyn.tas.gov.au/annual-traineeship-program>

Please contact our People & Safety team on **(03) 6443 8333** or via email at **hr@warwyn.tas.gov.au** with questions or for assistance.