

POSITION DESCRIPTION

BUSINESS ADMINISTRATION TRAINEE

DEPARTMENT	Corporate
REPORTS TO	Executive Manager — Governance and Risk
DATE	November 2025
POSITION OBJECTIVE	To provide quality administrative and business operations support to the Executive Manager — Governance and Risk.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our Values are reflected in our commitment to:

- ★ *Integrity*
- ★ *Inclusion*
- ★ *Quality*
- ★ *Collaboration*
- ★ *Safety*

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination*
- *Empower students and harness their uniqueness through voice and agency*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

SCOPE OF THE ROLE

The role of Business Administration Trainee is to provide administrative support to the Executive Manager — Governance and Risk. This role provides an opportunity to learn and develop business and administrative skills at a high level with exposure to and involvement in the operations of CCG at an Executive level.

RESPONSIBILITIES

- Assist Executive Manager — Governance and Risk with administration functions.
- Assist with meeting preparation, including scheduling of meetings and meeting set-up for board, senior leadership and management meetings.
- Assistance with the preparation and distribution of meeting agendas, meeting papers and minutes.
- Assistance with the preparation, storage, communication and management of documentation such as policies, procedures and handbooks.
- Assist the Executive Manager — Governance and Risk with tasks related to Project Management and Continuous Improvement related functions.
- Maintaining databases and systems with relevant up to date information.
- Collate data and records as requested.
- Handling requests and queries appropriately.
- Other administrative tasks as requested.

KEY PERFORMANCE INDICATORS

- Demonstrate the values of CCG in personal behaviour
- Provide timely administrative support and assistance.
- Provide accurate record keeping and record management.
- Ensure security of confidential records and information.
- Display a willingness to learn and grow.
- Communicate clearly and effectively with internal and external stakeholders.
- Present in a professional manner.
- Satisfactory progression through and completion of a traineeship in business.

KEY SELECTION CRITERIA

- Availability to attend meetings to provide minute taking and administrative support as required, including evening availability on occasion.
- Demonstrable written and oral communication skills.
- Demonstrable skills with an ability to use a wide range of software programs including the Microsoft Office suite.
- Strong attention to detail and concern for accuracy.
- Demonstrable ability to maintain confidentiality and respond to sensitive issues and information.
- Ability to multitask and prioritise workloads.

ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including:
 - Promptly and accurately reporting all hazards, accidents, incidents and near misses.
 - Ensuring safe use and maintenance of equipment including PPE for self and students.
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
 - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures

MANDATORY REQUIREMENTS

- Clear Police check
- Clear Working with Children check
- Current Victorian Drivers Licence

QUALIFICATIONS

- Undergoing or willing to commence a traineeship in business/ business administration

FUNCTIONAL RELATIONSHIPS

Key Internal

Executive Manager — Governance & Risk
Executive Assistant
Senior Leadership Team
Continuous Improvement Coordinator

Key External

VRQA
ISV

DECLARATION:

I have read, understand, and accepted the above Position Description.

I understand that the Roles, Functions and Key Performance Indicators in this Position Description form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name: