



Community Employment Scheme (Temporary, 20 weeks)

Organisational Services

Vacancy Ref No. 09459

Gold Coast City Council is offering local residents who are unemployed the unique opportunity to learn skills and gain experience in the building maintenance or horticultural industries. We will provide on-the-job learning in order to assist in securing other on-going employment in the workplace.

You **MUST** be committed to utilise the skills and experience acquired during the project to seek and obtain other full-time employment in the general workplace. These are temporary (to 20-week) full-time, paid positions working on worthwhile community projects which commence in January 2010.

To be eligible you **MUST** be unemployed, be prepared to be assessed for fitness suitability to work in the building maintenance or horticultural industries, be highly motivated to work and identify with one of the following groups:

1. Long term unemployed (more than 12 months) **OR**
2. Unemployed **AND** belong to one of the following groups:
 - People with a disability
 - Parents and carers
 - Aboriginal and Torres Strait Islander peoples
 - Australian South Sea Islanders
 - Older jobseekers aged 45 years and over
 - Young people aged 17-24 years
 - People from culturally and linguistically diverse communities
 - Recently retrenched workers who have been out of work for three months or more
 - Out-of-trade apprentices

Applicants **MUST**:

Reside on the Gold Coast in Queensland

Not be on a temporary work visa nor their spouses, partners or dependants

Not have previously participated in a state funded employment project

Candidates MUST address the key selection criteria in their application. Key Selection Criteria are attached to the Position Description.

Contact: 1300 737 962 quoting the above reference number and title of the position for position enquiries or for a copy of the position description or phone (07) 5581 6480.

Applications close: 4pm on Friday 27 November 2009

Please submit application quoting Vacancy Reference number above along with a completed [Employment Project Application Form](#) to:

Email: careers@goldcoast.qld.gov.au

Post: Recruitment and Careers Centre, Gold Coast City Council
PO Box 5042, Gold Coast MC QLD 9729

“Council is an EEO employer and welcomes diversity in the workplace.”

PLEASE, NO BINDING OR PLASTIC PRESENTATION COVERS

Position Description



Date Prepared: 16 April 2009
Date Updated: 21 October 2009

POSITION TITLE	Work Placement Participant (BUILDING MAINTENANCE) or (HORTICULTURE)		
WORK AREA	Human Resources Services- Organisational Services		
LEVEL	Training	POSITION NUMBER	Various
RELATIONSHIPS			
REPORTS TO	This position reports to the site supervisor		
DIRECT REPORTS	This position is not responsible for staff supervision		
INTERNAL LIAISON	Not responsible for internal and external communication		
EXTERNAL LIAISON	Not responsible for internal and external communication		

PURPOSE OF POSITION

The purpose of the Work Placement Project position is to assist unemployed job-seekers through on-the-job training and workplace experience in order to equip the participant with the skills, knowledge and experience to be able to secure on-going employment in the general workplace.

The temporary position for this project is jointly funded by the Queensland Department of Employment, Economic Development and Innovation under the Skilling Queenslanders for Work initiative and Gold Coast City Council.

The position will form part of a team to work on community projects. The work will relate to either the construction or horticulture industries or may include elements of both building maintenance and horticulture.

Under the direction of the Gold Coast City Council Coordinator of Employment Schemes, through the site supervisor, the incumbent will receive on-the-job training to undertake building maintenance/horticulture work which may include maintenance, improvements and preparation of building sites and/or parks and recreation areas.

ELIGIBILITY

Applicants

- must be unemployed (NOT working)
- Must reside on the Gold Coast in Queensland
- **Not** be on a temporary work visa nor their spouses, partners or dependants
- **Not** have previously participated in a state funded employment project

To ensure there is a strong focus on disadvantaged job-seekers, men and women from the following groups are to be selected for recruitment and employed under this Queensland Government scheme.

Either:

- Long term unemployed (more than 12 months)

Or unemployed and belong to one of the following groups:

- People with a disability

- Parents and carers
- Aboriginal and Torres Strait Islander peoples
- Australian South Sea Islanders
- Older jobseekers aged 45 years and over
- People from culturally and linguistically diverse communities, including refugees and recently arrived migrants
- Recently retrenched workers who have been out of work for three months or more
- Out-of-trade apprentices

Applicants must possess the physical ability to undertake the requirements of the role and be prepared to carry out duties both indoors and outdoors. Successful applicants must be prepared to undertake a pre-employment medical examination.

EXTENT OF AUTHORITY

DELEGATIONS	Nil
ORGANISATIONAL RELATIONSHIPS	This position operates under direct and regular supervision of the site supervisor.

CORPORATE VALUES AND ACCOUNTABILITIES

Our strategic directions and day-to-day activities are guided by the following corporate values and accountabilities:

VALUES

- Commitment, pride and passion for our City
- Working as one team with one vision
- 360 degree trust
- Respect for each other
- Getting the job done right

ACCOUNTABILITIES

Compliance with Council's *Code of Conduct*, management directives and attendant policies and procedures.

Commitment to Council's Corporate Plan.

Ensure all work is performed to meet the safety, environmental and legislative requirements and responsibilities of Gold Coast City Council, together with the adherence of all Gold Coast City Council OH&S guidelines and procedures.

Commitment to Equal Employment Opportunity, Diversity and Merit principles.

Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

Provision of quality customer service.

Apply Council's risk management policy objectives as they impact the position.

POSITION SPECIFIC ACCOUNTABILITIES	OUTCOMES EXPECTED
<p>To acquire practical, on-the-job experience to improve work-related skills and job prospects.</p> <p>Actively seek permanent employment.</p> <p>To reliably work within project sites and to follow work directions from the supervisor.</p> <p>Assist trades people and Council employees to maintain and develop the work site.</p> <p>To report any potential risks or work place health and safety hazards or faults to the supervisor.</p> <p>Participate in identified training activities to increase skills and knowledge.</p> <p>Work in accordance with Council's Legislative, OH & S, and Environmental Policies.</p>	<p>Achieved standards required under the Skilling Queenslanders for Work training plan and adhere to Council standards and code of conduct.</p> <p>Provide evidence of job search activities throughout the term of the project.</p> <p>Secure ongoing sustainable employment in the general workplace.</p> <p>Attend all training in line with the training plan.</p>
<p>COMMUNICATION CAPABILITIES</p> <p>Perform duties and interact with others in a manner conducive to creating a co-operative team environment.</p> <p>Assist to maintain a positive image of Council through encouraging good relations and communication with the general public and clients.</p> <p>Actively participate in Toolbox meetings.</p> <p>Complete neatly and accurately written communication such as weekly timesheets and work journals.</p>	<p>Display behaviours that contribute to a co-operative and successful team at all times.</p> <p>Positive feedback from public and clients.</p> <p>Reports and other documents completed in required time.</p>
<p>GENERAL DUTIES (MAINTENANCE)</p> <p>Undertake maintenance and construction activities as directed by the supervisor in accordance with work procedures.</p> <p>To provide assistance to tradespersons in the preparation of work, ensuring that the work areas are maintained in a clean and tidy condition.</p> <p>To maintain in good condition, any of Council's equipment used in the provision of services under the control of the employee.</p> <p>Operate a variety of hand held power tools and machinery (including general small motors).</p>	<p>Work practices performed as directed by the supervisor.</p> <p>Undertake maintenance and improvement activities in a culture of continuous improvement and change in accordance with Council's policies.</p> <p>Appropriate use of tools and machinery once trained successfully.</p>

<p>GENERAL DUTIES (HORTICULTURE) Carry out general duties associated with parks and gardens maintenance including mowing and brush cutting, turf surfaces and weed control. Care for planted areas, maintain the work environment and provide horticulturalist support.</p> <p>Under supervision perform duties associated with construction of parks’ assets and landscaping including but not limited to laying and finishing concrete.</p> <p>Operate a variety of hand held power tools and machinery (including motor mowers, chainsaws, chippers).</p>	<p>Work practices performed as directed by the supervisor/leading hand.</p> <p>Undertake park maintenance and improvement activities in a culture of continuous improvement and change in accordance with Council’s policies.</p> <p>Appropriate use of machinery once trained successfully.</p>
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KEY SELECTION CRITERIA

KSC 1: Demonstrated ability to achieve expected outcomes.

Give examples of how you have achieved workplace targets/objectives in the past and describe how you will utilise the skills and experience acquired during the project to seek and obtain other full-time on-going employment in the general workplace.
 (NB. This position is not permanent nor is it a lead-in to Gold Coast City Council jobs in the future.)

KSC 2: Demonstrated interest in developing a working knowledge and skills in horticulture/landscaping or construction work with intention of securing employment in these industries.

What attracts you to this type of work and how will you go about getting a job in the industry?

KSC 3: Demonstrated commitment to full-time work.

Describe what you have done to prepare yourself for full-time work. (e.g. Transport arrangements, childcare arrangements, physical fitness improvement, English language studies, licences/tickets are current, job searching activities)

KSC 4: Demonstrated ability to participate and contribute as part of a team.

Tell us about the teams that you may have participated in and how you have contributed to the teams objectives– i.e. in the workplace sports, events, work experience

KSC 5: Demonstrated ability to learn new skills and processes.

Describe your ability and give examples of how you have been willing to learn. (e.g. How you have open minded, able to try new things, and take instructions from others)

Highly Desirable –

Possession of a current C Class Driver’s License

This position description is subject to change from time to time as Gold Coast City Council’s organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.