



Mansfield Shire

Position Description

Community Health
& Wellbeing
Traineeship

High Country, Lakes and Rivers



Community Health & Wellbeing Traineeship

Vision - Together we work with our community to make Mansfield Shire an even better place.

Mission - As one team, we plan, engage, communicate and deliver for our community

Position Number

TBC

Classification

Band 2

Date

September 2026

Unit

Community Health & Wellbeing

Enquiries

Janique Snyder

Status (FTE)

Fixed Term Full / Part Time

Position Overview

The Community Health and Wellbeing Trainee will support the delivery of key community health and wellbeing programs while undertaking a structured traineeship program. This position provides hands-on experience across program support, community engagement, administration and service coordination, contributing to positive health and wellbeing outcomes for the Mansfield Shire community.

Key Accountabilities

- ▶ Provide efficient and accurate administrative support to the Community Health and Wellbeing and youth team, contributing to delivery of key programs and initiatives
- ▶ Undertake a structured traineeship program with on-the-job learning and formal study through a Registered Training Organisation (RTO) leading to a recognised qualification.

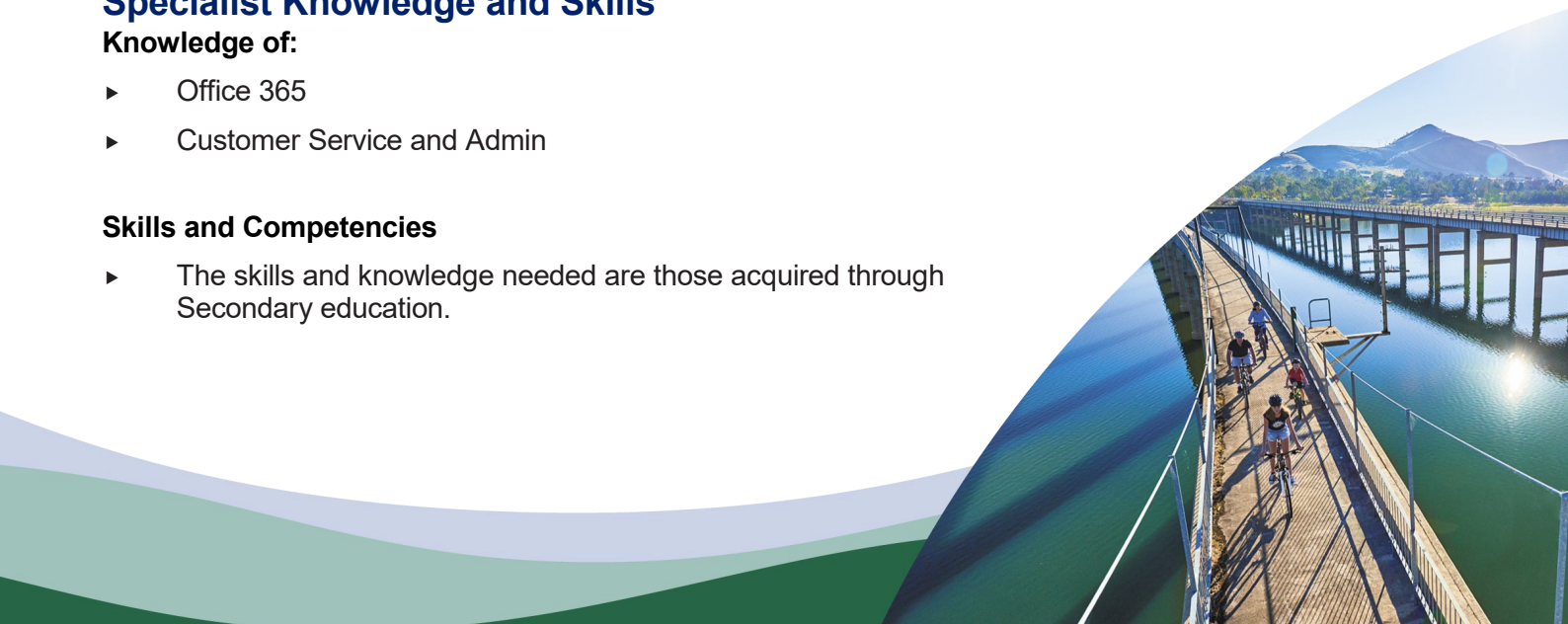
Specialist Knowledge and Skills

Knowledge of:

- ▶ Office 365
- ▶ Customer Service and Admin

Skills and Competencies

- ▶ The skills and knowledge needed are those acquired through Secondary education.



Organisational Relationship

Reports to

- ▶ Executive Manager Community Health & Wellbeing

Supervises / Manages

- ▶ Nil

Internal Liaisons

- ▶ All other staff

External Liaisons

- ▶ Youth/ community groups
- ▶ Cafes for catering purposes
- ▶ Facilitators

Qualifications and Experience

Experience

- ▶ Nil

Qualifications

- ▶ Year 12.
- ▶ Currently following or willingness to undertake a certificate in Business Administration or Youth Work or Community Development.

Key Selection Criteria

- ▶ Demonstrated interest in Community Health & Wellbeing, administration or local government.
- ▶ Experience in using a wide range of computer systems and demonstrated ability to pick up new systems quickly.
- ▶ Demonstrated problem solving skills.
- ▶ Ability to maintain confidentiality and handle sensitive information appropriately.
- ▶ Basic computer skills including Microsoft Office (Word, Excel, Outlook).
- ▶ Willingness to learn and undertake formal study as part of a traineeship.

Our Values

Leadership &
Advocacy

Engagement
&
Collaboration

Integrity &
Respect

Improvement
&
Innovation

Position Descriptors – Band 2

Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices
- ▶ Support organisational development and continuous improvement initiatives.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service and accurate information on Council products and services, and communicate with customers in a friendly and courteous manner
- ▶ Effectively manage customer enquiries and complaints and deliver punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Be committed to the implementation of the Council Plan and annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all other employees across all departments.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.
- ▶ A commitment to the principles that support the safety and wellbeing of all children.

Interpersonal Skills

- ▶ The role requires skills in oral and written communication.
- ▶ Ability to discuss and resolve minor problems.
- ▶ Able to co-operate with other staff to work effectively as a team.
- ▶ Enthusiasm and flexibility

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services.
- ▶ Business & Finance

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

Extent of Authority

- ▶ This role can work in either a team environment or individually under supervision.
- ▶ The nature of the work will be clearly defined with established procedures.
- ▶ Some originality in approach will be required with solutions based on previous procedures and practices.
- ▶ This role is responsible for assuring the quality of the work performed.

Judgement and Decision Making

- ▶ The nature of work for this role is clearly defined and related procedures are well understood and clearly documented.
- ▶ The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes and guidance and advice always available.

Management Skills

- ▶ Basic skills in managing time, setting priorities, and planning and organising one's own work so as to achieve objectives in the most efficient way.
- ▶ The position may assist other employees by providing guidance, advice or training on routine technical or administrative matters.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

How to apply

1

Cover letter

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.

2

Key selection criteria

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.

3

Resumé

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.

4

Submit your application by the closing date

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at mshire.co/applicant-information, for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Janique Snyder, Executive Manager, Community Health & Wellbeing on (03) 5775 8555

More detailed information on how to apply is available at

mshire.co/applicant-information

including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:

Employee's
Signature

Date:

Employee's
Name

Date: / /



Mansfield Shire