



# Trainees

## for Workplace Standards Tasmania

Want to gain an edge on other applicants for a career making Tasmania a safer and healthier place to live and work? Apply to be a Trainee with Workplace Standards Tasmania (WST).

The work we do at Workplace Standards Tasmania is challenging and often exciting. We are part of the Department of Justice whose mission is to achieve a safe, fair and sustainable Tasmanian community where the diversity and rights of individuals are respected. At WST, we do this by improving standards of safety, health and fairness in workplaces, buildings and energy infrastructure.

During your traineeship, you will be paid to study part-time for a vocational qualification in safety and learn about many areas of WST's business. Workplace Standards Trainees spend the majority of their time with other field inspectors and also experience placements throughout most work areas in WST, gaining insight into a wide variety of issues for which WST has responsibility.

Traineeships are fulltime for 12 months but flexible employment options will be considered. For instance, this could include reduced daytime hours or extended leave for school holidays to fit in with family commitments.

In total, five Workplace Standards Traineeships are available State-wide. Workplace Standards Trainees receive time off to attend courses and do the assignments.

### **What we look for**

We are looking for results-oriented people who are excited about our vision, mission and values and want to help us achieve our goals. If this description fits you, we want to hear from you.

To be successful, you must demonstrate that you meet the selection criteria and be eligible for enrollment in a certificate level IV course or higher at TAFE Tasmania.

Essentially, we want people who have work, life or other experiences that demonstrate their competence or potential to communicate clearly, verbally and in writing. We want people with interpersonal skills upon which we can build the ability to facilitate improvement in work practices. Inspectors attend accident sites and sometimes deal with difficult people so they need to be confident and capable of taking control. To be considered, you will also need to convince us that you have the capacity to learn and adapt to new situations.

Although Workplace Standards Trainees are not required to hold a current Tasmanian car drivers' licence, Inspectors are, so you will need to have such a licence before applying for a future permanent Inspector position when one becomes available.

Workplace Standards Trainees are appointed for 12 months with the expectation that, on completion of their traineeship, they will apply for appointment to an inspector position when one becomes available. It is our job to help develop trainees for a better chance of appointment as an inspector so we will be looking for trainees with potential to make good inspectors and seek further development.

### **What work will I be doing?**

You will undertake a course at TAFE in occupational health and safety or another approved course and be given time to attend and to do assignments in paid work time.

In addition, you will experience a number of placements across a range of work areas which may involve a lot of time at our head office at Rosny. Placements at other Workplace Standards Tasmania offices may also be considered. If you are placed away from your normal office location, accommodation, meals and a small allowance will be provided for these times.

During your placements, you will be shown the work we do and provided with further insight, explanation and where possible experience in assisting with this. This will include accompanying inspectors into the field and may involve travel to other parts of the state. Personal protective equipment and clothing will be issued as necessary.

We will aim to develop you for a future career with us through grassroots exposure to our broad responsibility areas and through ongoing training and skills development.

Your duties and responsibilities will be to assist with:

- Investigation and compliance activities;
- Research and administrative duties relating to any area of responsibility of WST;
- Preparation of written correspondence and reports;
- Project work;
- Coordinating meetings, including materials, administrative support, taking notes and minutes.

### **What will I be paid?**

Workplace Standards Trainees are paid as fulltime employees under the Administrative and Clerical Employees Award at level 2. The present annual salary is \$34,648 and this is paid fortnightly.

You will receive a further 9% employer contribution to your superannuation and all the added benefits that come with working for the State Service. You will also receive paid time off to attend training over and above normal leave provisions.

If you are placed away from your normal office or are required to attend training in another location then, accommodation, meals and a small allowance will be provided for these times.

## How do I apply?

You need to submit the following with your application:

1. Covering letter;
2. Completed 'Application for Employment Form';
3. Statement describing how you meet the selection criteria (about half a page for each criterion, see criteria below);
4. Résumé or curriculum vitae;
5. Copies of any relevant supporting evidence or qualifications; and

Send these to the following address by 5.00 pm on 23 May 2008.

Ms Daphne Webb  
Human Resources Branch  
Department of Justice  
GPO Box 825  
Hobart TAS 7001

Or email to [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au)

### Selection criteria

#### **1. Interest in industry and learning**

Demonstrated interest in safety and at least one of the following: industrial relations, dangerous goods, workers' rehabilitation and compensation; and a willingness to continually and successfully acquire and apply knowledge in these areas learning both on the job and through participation in a post secondary qualification.

#### **2. Communication skills**

Demonstrated capacity to communicate clearly both orally and in writing, including the ability to clearly convey information, listen to others and respond appropriately.

#### **3. Interpersonal skills**

Interpersonal skills, including the demonstrated ability to influence others positively, assume responsibility when required, manage conflict effectively and act as an effective member of a team.

#### **4. Problem solving / analytical skills**

Problem solving skills, including an ability to find and analyse information and ideas to solve problems, answer questions and write reports in relation to standard tasks under specific direction.

#### **5. Computer and other equipment skills**

Ability to make effective use of equipment in the workplace including computer skills, at least at a basic level, in the Microsoft Office 2003 software suite or capacity to learn these quickly.

## 6. **Commitment to values**

Able to demonstrate commitment to the WST Values and State Service Principles.

It is **desirable** that you have a current drivers' licence.

### **Working at WST**

WST is an equal opportunity employer and welcomes a diverse range of applicants for our positions. Employees are expected to promote and uphold the principles of fair and equitable access to employment, promotion, personal development, training, and the elimination of discrimination and harassment in the workplace.

WST seeks to provide a healthy and safe workplace for all employees and the Department has a duty of care responsibility in this respect. Employees also have a duty of self care to ensure that they conduct themselves in a manner that protects their safety, health and welfare in the work environment. These positions involve a significant proportion of screen-based equipment work. WST is a smoke free work environment.

### **Workplace Standard Tasmania's Values**

WST is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find WST a great place to work. Our decisions and behaviour are guided by the following values and belief statements:

- **Respect** - WST is committed to valuing all its employees and ensuring respectful workplace relations.
- **Fairness, Equity and Integrity** - In all its activities, WST is committed to treating its stakeholders and employees with fairness, equity and integrity.
- **Learning** - WST is a learning organisation committed to the on-going learning of its employees.
- **Communication and Consultation** - WST is committed to information sharing, consultation and open communication in the workplace and with stakeholders.
- **Teamwork** - WST recognises the importance of and supports teamwork and collaboration across the whole organisation.
- **Empowerment and Accountability** - WST is committed to creating a work environment that encourages employees to act in empowered ways and accept accountability for working to achieve WST's goals.
- **Initiative, Innovation and Creativity** - WST is committed to promoting a workplace that encourages initiative, innovation and creativity.

### **State Service Principles**

You are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adopted and adhered to.

The State Service Principles and the Code of Conduct are contained in the *State Service Act 2000*. The State Service Commissioner has also issued Commissioner's Directions in relation to the Principles and Code of Conduct. Details can be found on the State Service Commissioner's web site at <http://www.osscc.tas.gov.au>.

### **Application checklist**

Please ensure that you have provided the following information as part of your application for the Workplace Standards Traineeship Program:

1. Covering letter or email;
2. Application for Employment Form
3. Statement addressing the Selection Criteria (about half a page per criterion);
4. Résumé or curriculum vitae (including at least two referees' names and contact details):
5. Copies of any relevant supporting evidence or qualifications; and

### **Further information**

Further information may be obtained from the following:

Workplace Standards Tasmania web site [www.wst.tas.gov.au](http://www.wst.tas.gov.au)

Department of Justice web site: [www.justice.tas.gov.au](http://www.justice.tas.gov.au)

Tasmania Government jobs web site: [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

Workplace Standards Tasmania helpline phone: 1300 366 322 (from inside Tasmania) or (03) 6233 7657 (from outside Tasmania)

Or by visiting one of our three offices:

**Hobart** 30 Gordons Hill Road, Rosny Park

**Launceston** Henty House, 1 Civic Square

**Burnie** Reece House, Cnr Cattley & Mount Streets

Or by phoning Ted Leeson on 1300 322 366 (local call cost only from within Tasmania) or 03 6233 8318 (from the mainland) or email [ted.leeson@justice.tas.gov.au](mailto:ted.leeson@justice.tas.gov.au) to find out more.