



Inclusive Employment Program

Application Guide



Application Guide



Community Wellbeing Directorate

<p>Role: Community Partnerships Support Officer</p> <p>Team: Community Partnerships</p> <p>What you could do in this role...</p> <ul style="list-style-type: none"> • Support with general administration tasks and data entry such as responding to emails and phone calls. • Support officers to assist residents with their advocacy in relation to local issues. • Support with Bellfield Community Hub consumer satisfaction research and engagement. • Engaging with community. <p>What is required to apply for this role...</p> <ul style="list-style-type: none"> • Computer Skills using Microsoft Office. • Good time management. • Understanding and respect for diverse communities. 	<p>Role: Support Officer</p> <p>Team: Inclusive Enterprise & Local Jobs</p> <p>What you could do in this role...</p> <ul style="list-style-type: none"> • Speak with local businesses about their employment needs. • Collaborate with Employment Service Providers. • Identify and research key communities facing barriers to work. • Assist officers to prepare promotion of inclusive practices and social enterprises. • Support the development and delivery of the Social Enterprise Grant Program. <p>What is required to apply for this role...</p> <ul style="list-style-type: none"> • Basic knowledge of Microsoft Office such as word and Excel. • Good Communication Skills.
<p>Role: Jets Facility Support Assistant</p> <p>Team: Youth Services</p> <p>What you could do in this role...</p> <ul style="list-style-type: none"> • Administration support. • Creative design of promotional materials. • Assist with content for Jets social media. • Data administration. • Program and activity planning. <p>What is required to apply for this role...</p> <ul style="list-style-type: none"> • Basic computer skills. • Valid driver's license. • Obtain a Working with Childrens check and submit a Police Check. <p>If you do not currently have these checks, we will assist with:</p> <ul style="list-style-type: none"> • Paying for a Working with Children Check and Police Check. 	<p>Role: Youth Program Support Officer</p> <p>Team: Youth Services</p> <p>What you could do in this role...</p> <ul style="list-style-type: none"> • Assist and support the delivery and planning of activities, workshops and events (for young people) for the Somali-Australian/CALD community. • Assist and support the delivery of key Youth Service events such as the Youth Summit Report Card and African Women's Action Group (AWAG) events. • Assist Youth staff in programs and activities for young people. <p>What is required to apply for this role...</p> <ul style="list-style-type: none"> • Understanding and insight into the Somali-Australian community and culture. • Good communication skills. • Positive attitude and willingness to learn. • Obtain a Working with Childrens check and submit a Police Check. <p>If you do not currently have these checks, we will assist with:</p> <ul style="list-style-type: none"> • Paying for a Working with Children Check and Police Check.

*Detailed position descriptions will be provided throughout the interview process.

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Corporate Services Directorate

<p>Role: Financial Accounting Support Officer Department: Finance & Procurement</p> <p>What you could do in this role...</p> <ul style="list-style-type: none">• Assist with general financial tasks.• Work with our accounts payable and receivable.• Complete procurement task such as requesting quotes and contacting external organisations.• Support with Council rates. <p>What is required to apply for this role...</p> <ul style="list-style-type: none">• Ability to use Microsoft Office applications.• Basic financial and/or book-keeping experience.• Good verbal communication.• Submit a Police Check. <p>If you do not currently have these checks, we will assist with:</p> <ul style="list-style-type: none">• Paying for a Police Check.	<p>Role: IT Help Desk Officer Department: IT Infrastructure, Applications & Operations</p> <p>What you could do in this role...</p> <ul style="list-style-type: none">• Assist with general financial tasks.• Work with our accounts payable and receivable.• Complete procurement task such as requesting quotes and contacting external organisations.• Support with Council rates. <p>What is required to apply for this role...</p> <ul style="list-style-type: none">• Ability to use Microsoft Office applications.• Basic financial and/or book-keeping experience.• Good verbal communication.• Submit a Police Check. <p>If you do not currently have these checks, we will assist with:</p> <ul style="list-style-type: none">• Paying for a Police Check.
<p>Role: Administration Officer Department: People & Culture</p> <p>What you could do in this role...</p> <ul style="list-style-type: none">• Administration support and management of new employee documents.• Support with the onboarding of new staff.• Support with administration of council onboarding software (ASPIRE).• Assist with general administration tasks such as responding to emails and phone calls. <p>What is required to apply for this role...</p> <ul style="list-style-type: none">• Good communication skills.• Good time management skills.• Willingness to learn new software. <p>Desired:</p> <ul style="list-style-type: none">• Interested in recruitment and onboarding.	

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Corporate Services Directorate – continued

Role: IT Support Officer

Department: IT Infrastructure, Applications & Operations.

What you could do in this role...

- Check online platforms for laptop compliance to ensure that they meet system requirements.
- Troubleshoot issues occurring with laptop software.
- Document procedures and create user guides.
- Provide excellent customer service and support to all users.
- Assist with device enrolment into MDM platform (Intune) – Corporate mobile devices.

What is required to apply for this role...

- Basic knowledge of IT.
- Willingness to learn new processes.
- Obtain a Working with Childrens check and submit a Police Check

If you do not currently have these checks, we will assist with:

- Paying for a Working with Children Check and Police Check.

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City Development Directorate



<p>Role: Animal Management Support Officer Team: Municipal Laws & Public Assets</p> <p>What you could do in this role...</p> <ul style="list-style-type: none"> • Process Animal Registrations. • Investigate unpaid animal registrations by conducting doorknocks to follow up. • Process and triage Animal reports. • Proactive Park Patrols, Microchip and registration checks. • Issue of Animal Registration Tags. • Animal Management/database maintenance. <p>What is required to apply for this role...</p> <ul style="list-style-type: none"> • Work well within a team. • Good verbal and written communication. • A valid driver's License. • Ability to perform Manual Handling tasks. 	<p>Role: Asset Protection Support Officer Team: Municipal Laws & Public Assets</p> <p>What you could do in this role...</p> <ul style="list-style-type: none"> • Update and maintain Asset Protection Records. • Undertake field inspection to confirm Council Assets and facilitate security deposit refund. • Collaborate with property owners and builders to assist with the return of paid security deposits. • Data entry and general administration support. <p>What is required to apply for this role...</p> <ul style="list-style-type: none"> • Ability to work solo and as part of a team. • Good attention to detail. • Good verbal and written communication skills. • A valid driver's License.
<p>Role: Strategic Property Project Officer Team: Strategic Properties</p> <p>What you could do in this role...</p> <ul style="list-style-type: none"> • Project support such as general administration, assisting with minute taking, filling and orders. • Collaborate with internal and external stakeholders. • Assist with projects and data reporting. • Project related tasks, drafting, printing and sending notifications. <p>What is required to apply for this role...</p> <ul style="list-style-type: none"> • Knowledge of Microsoft Office applications. • Administration related Skills. • Willingness to undertake a range of tasks. • Good writing/communication skills. 	<p>Role: Support Officer Team: Transport & Development Engineering</p> <p>What you could do in this role...</p> <ul style="list-style-type: none"> • Supporting in the recruitment, onboarding and training of School Crossing Supervisors. • Help manage inventory and records of school crossing equipment and uniforms. • Assist School Crossing Supervisors with the reimbursement of Working with Children Check and other personal expenses. • General Customer Service. • Organise general quotes such as concrete floor markings & road signs. <p>What is required to apply for this role...</p> <ul style="list-style-type: none"> • Basic computer and tablet skills. • Good verbal and written communication.

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City Development Directorate – continued

Role: Transport Planning Admin Assistant

Team: Transport Planning & Projects

What you could do in this role...

- Data Entry and general administration support.
- Collate data from community consultations to support with future work.
- Review Safety Access Audit Reports to help identify and support repairs for Council assets like footpaths, to ensure they are safe.
- Support new assets: Assist with landscaping, paths, footpaths, and drainage projects.
- Registering records into Council's online database and mapping (GIS) systems.

What is required to apply for this role...

- Basic knowledge of Microsoft Office (Word, Excel etc.).
- Good time management skills.
- Good verbal and written communication skills.

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Assets & City Services Directorate

Role: Asset Support Officer

Team: Asset Management

What you could do in this role...

- Managing customer requests.
- Complete onsite inspections.
- Collecting data on Banyule's assets and uploading to council's online database.
- Create workflows based on tasks.

What is required to apply for this role...

- Ability to work solo and as part of a team.
- Basic understanding of Microsoft Word and Excel.
- Good verbal and written communication skills.
- A valid Driver's License.

Role: Parks Assets Audit Inspector

Team: Sports field & Park Assets

What you could do in this role...

- Working outside, carry out visual inspections of Council Park assets.
- Assess the safety of park assets and determine appropriate action.
- Complete data entry tasks.
- Create workflows based on tasks.

What is required to apply for this role...

- Basic computer and tablet skills.
- Ability to work solo and as part of a team.
- Ability to manage time to deliver outcomes.
- Good verbal and written communication.

Desired:

- Mechanical mindset (Fixing things).