

## Trainee – Information Technology Support Officer (Kempsey Shire Council)

### Industry

Trade – IT

### Description



### Date posted

March 10, 2025

### Closing date

23.03.2025

### Job Location

Kempsey

### Employment Type

Full-time, Temporary



## Trainee Information Technology Support Officer

Are you ready to kickstart your career in the Information Technology (IT) industry where you can earn while you learn? This entry-level role provides the perfect pathway for those looking to build a long-term career in the Information Technology space. As a Trainee, you will receive hands-on training, mentorship, and the opportunity to gain nationally recognised qualifications. With each day bringing new challenges and learning opportunities, this role offers a fulfilling and rewarding career path in an essential industry!

What are you waiting for? Apply today!

### Your New Role:

We are seeking a motivated and dedicated individual to join our Information Technology (IT) Team for a Temporary Full-time 24-month Traineeship. This is a

fantastic opportunity to gain hands-on experience in IT while working towards a Certificate IV or Diploma of Information Technology.

This role will provide customer service to internal stakeholders, including technical support, user training and administrative duties to assist in the day-to-day operational support of the organisation.

Please read the Position Description attached to this job advertisement. It is important to read this carefully to understand what the job involves.

For a full list of the Key Accountabilities of the role, please refer to the Position Description.

### **About You:**

To be successful in attaining this position, you will meet the following criteria:

- A genuine interest in building a career in Information Technology.
- Minimum Year 10 standard of education is essential, Year 12 standard of education is desirable.
- Ability to complete theory and practical work units associated with the Certificate being studied.
- Commitment to the full term of the traineeship and study requirements.
- The ability to problem-solve and take initiative with a positive can-do attitude.
- Experience being an active and effective member of a team (school, sport, work).
- Demonstrated willingness to learn and develop new skills and knowledge.
- Commitment to maintaining a safe working environment and to following instructions.
- Commitment to upholding our organisational values.
- Proficiency in Mathematics and Science.
- Current Manual Drivers Licence (P1 or above required) or willingness to obtain

### **About Us:**

Kempsey Shire Council (KSC) is located on the Mid North Coast of NSW, known for its genuine hospitality, pristine beaches, sub-tropical rainforests, mountain ranges, rock river gorges, sprawling farmland and peaceful villages.

We are a progressive, proactive and dynamic organisation, and we pride ourselves on the respectful and supportive workplace we have cultivated. With 360+ dedicated staff managing \$1.5 billion worth of assets across many sites throughout the Shire, KSC work closely with our community to build an inspired, connected Macleay Valley.

### **Benefits of working for Kempsey Shire Council:**

As the successful candidate, you'll enjoy:

- A temporary full-time 24-month Traineeship.
- 35-hour work week
- Weekly salary of \$398.70 – \$809.70 (dependent on number of years out of school and highest level of schooling completed – in line with the Local Government (State) Award 2023), plus superannuation.
- A supportive, collaborative working environment designed to help you grow!

- Discounted membership to a range of gym and pool facilities.
- Employee health and wellbeing programs.

## **Contacts**

### **Interested?**

<https://www.seek.com.au/job/82600928?ref=search-standalone&type=standard&origin=jobTitle#sol=2c0df76cc63a3b656276909d9feacaac037f7c42>

Please apply via Council's website <http://careers.kempsey.nsw.gov.au/>. Note that you will be required to prepare and submit:

- A short statement (maximum 2 pages) outlining how your experience, abilities, knowledge and personal qualities will enable you to achieve the key accountabilities of the role (as listed in the Position Description); and
- Your current resume.

### **Applications Close: COB, Sunday 23 March 2025**

Please note that Council reserves the right to close this job advertisement before the stated closing date if a suitable candidate is found. Therefore, we encourage all interested applicants to submit their applications as soon as possible.

Have questions? Please contact Mick Turnbull – Information Technology Manager for a confidential discussion on Ph: [02 6566 3200](tel:0265663200).

**Please Note:** Our recruitment notification process is primarily via system generated emails. Please ensure your email is correct before submitting your application to avoid missing crucial updates.

If you experience any difficulties applying online, please contact the Recruitment team on [02 6566 3200](tel:0265663200) or email [jobs@kempsey.nsw.gov.au](mailto:jobs@kempsey.nsw.gov.au)

Thank you and good luck with your application.

Kempsey Shire Council is an equal opportunity employer and we celebrate our diverse, inclusive and values-led workforce. We welcome and encourage applications from Aboriginal and Torres Strait Islander people, people with diverse culture and linguistic backgrounds and people with a disability. In addition, Kempsey Shire Council will provide reasonable adjustments for suitably qualified individuals with disabilities. If you require additional assistance to participate in the recruitment process, please discuss with the advertised contact person. You can ask for reasonable adjustments to be made at any time during the recruitment process.