



ETHERIDGE SHIRE COUNCIL

...The Golden Heart of the Gulf

POSITION DESCRIPTION

Information Technology & Communications Trainee

DEPARTMENT:	Corporate Services
REPORTS TO:	Information Technology & Communications Officer
LOCATION:	Administration Office, Saint George Street, Georgetown Qld
DATE PREPARED:	November 2025
PREPARED BY:	Human Resources

This Statement represents an accurate description of the role of the Information Technology & Communications Trainee.

Signed Position Incumbent:

Dated:

PRIMARY PURPOSE OF ROLE

To complete minor projects as required, gain experience in research & investigations, project management, system maintenance & operations. To learn maintenance of ancillary IT services including, mobile phone services, 2 way satellite transmission services, FM Radio retransmission services, Fibre Optic Technology. Provide End-user support and administration associated with the provision of the IT Services in local government.

ENVIRONMENT

Etheridge Shire Council, ***'The Golden Heart of the Gulf'*** is classified as a small sized rural Council which borders Tablelands Regional Council, Mareeba Shire Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council. The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 800. It is expected to rapidly expand to over 2,500 if the development that is earmarked for the region is approved.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries driving our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

The incumbent will be responsible for, but not limited to:

- Under the delegated direction of the ITC Officer perform various duties to assist the ITC Partners maintain a high level of service to their customers.

- Under direction, carry out specified technical research and provide advice and support for problem solving in matters pertaining to the activities of the ITC Partners.
- Maintain effective communications with personnel of the ITC Partners, to provide an open and free flow of information.
- Developing professional interest in the provision of Information, Communications & Technology services in Local Government.
- Developing knowledge of Councils Information, Communications & Technology Functions including policies and procedures relevant to the work area.
- Developing knowledge and experience in the use and support of personal computer hardware and peripherals in a network environment, and awareness of current technologies in these systems. Developing knowledge and experience in the support and use of personal computers & mobile devices (phone & tablets) running on varied operating systems, and applications including Microsoft Office productivity suite.

Working with staff:

- Work co-operatively with staff and provide clear communication with team members.
- Maintain a positive and flexible approach to change
- Be punctual and attend staff meetings as directed by your supervisor

Other responsibilities and duties:

- Maintain confidentiality at all times regarding matters within the service
- Work in accordance to Councils Policy and Procedure at all times.

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all policies and procedures
- Compliance with all workplace health and safety standards
- Punctuality and courtesy at all times
- Compliance of the adopted Code of Conduct

KEY BEHAVIOURS

Integrity:

- Follow through with agreed actions.

Excellent work ethic:

- Follow instructions carefully.
- Anticipate potential problems and addresses them with Supervisor.

Team player

- Attend and participates in team meetings.
- Actively contribute to meeting discussions.

Results orientated

- See tasks through to completion.
- Complete tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
- Maintain accurate records.
- Maintain an understanding of Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS

SKILLS/QUALIFICATIONS

- Commitment to study to gain the required qualification
- Basic knowledge of IT.
- Good communication skills.
- Prior work experience.

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Workplace Health and Safety Act 2011.

PROBATION PERIOD

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

ACCOMMODATION

Is not Council accommodation approved with this position.

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

The Chief Executive Officer
Etheridge Shire Council
PO Box 12
Georgetown, Qld 4871