

# Business Support Trainee

**Location:** Flexible - 8 Nicholson Street, East Melbourne

**Salary:** VPSG2 \$53,946 to \$69,276 plus super

**Position No:** 50936115

- Develop your administration and business skills
- Work in an environment where your manager has received Aboriginal Cultural Safety training
- Provide business support to the DELWP's Planning Group

You will work in environment that will support your development and growth in the areas of business and administration. You will have the opportunity to work with Executive Assistants and Business Support Officers across the Planning Group to provide business critical administration support to Management.

## Specialist/Technical Expertise/Qualifications

- A relevant qualification or certificate/ diploma (or completing a qualification) in Administration or Business is desirable.

## This is an ongoing position.

To be considered for this position, your application should include a supporting statement demonstrating that you meet the Key Selection Criteria detailed in the position description, including the Specialist/Technical Expertise/Qualifications and capabilities sections.

***This position is designated for Aboriginal and/or Torres Strait Islander people under s.12 Special Measures of the Equal Opportunity Act 2010. Interested applicants will be asked to supply a completed confirmation of Aboriginality Form or a copy of a past completed form. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.***

*We recognise the significant responsibility to enable self-determination, be accountable to Traditional Owners and provide opportunities to strengthen First Peoples' connection to Country. We are committed to creating a culturally safe environment, where individuals feel safe, valued, and able to celebrate their culture, and spiritual and belief systems.*

For general information about Aboriginal Employment at DELWP, please contact [self.determination@delwp.vic.gov.au](mailto:self.determination@delwp.vic.gov.au).

**Applications close at midnight on Wednesday, 22 September 2021.**

## Other relevant information:

Preferred candidates will be required to undertake pre-employment screening, including a Declaration and Consent form and a National Police Check.

**For further information including the position description, key selection criteria and to apply visit [www.careers.vic.gov.au](http://www.careers.vic.gov.au)**