

POSITION DESCRIPTION



Business Administration Trainee

POSITION DETAILS

Position Title	Business Administration Trainee
Classification	HEW Level 1
Position Number	Various
School/Office	Various
Division	Various

This is an identified position, and applicants must be an Aboriginal and/or Torres Strait Islander person. Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational qualification as authorised under Section 14(D) of the NSW Anti-Discrimination Act, 1977 NSW.

POSITION PURPOSE

The Business Administration Trainee will learn various aspects of administration within a business environment under a fixed-term 12-month training contract. This entry level position provides support to Western Sydney University and combines workplace training with structured learning.

KEY ACCOUNTABILITIES

- **Deliver Professional Service Support**, providing timely and effective administrative assistance to the workplace supervisor and team members, ensuring professional communication and collaboration across the business unit or School.
- **Maintain a High Standard of Customer Service**, consistently demonstrating a friendly, professional, and proactive approach in all interactions. Positive feedback from the supervisor and stakeholders reflects the quality of service provided.
- **Manage Records and Filing Systems**. Accurately maintain records and filing systems in accordance with the University's policies and procedures, ensuring information is organised, accessible, and secure.
- **Utilise Digital Systems and Technologies** operating relevant computerised information systems and technologies under supervision to support administrative tasks and contribute to efficient workflow.
- **Carry out all assigned duties** appropriate to the trainee level, managing time effectively to meet deadlines and deliver outcomes in line with University policies and procedures.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. This is an identified position and applicants must be an Aboriginal and /or Torres Strait Islander person. Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational qualification as authorised under Section 14(D) of the NSW Anti-Discrimination Act, 1977 NSW.
2. A willingness to complete a Certificate III in Business Administration.
3. An interest to work in an administrative role.
4. Ability to work independently and as part of a team.
5. Ability to follow instructions and undertake duties in a responsible and reliable manner.
6. Not previously completed a Certificate III or higher qualification.
7. Moderate computer skills with a willingness to build upon skillset.

KEY RELATIONSHIPS

Internal:

- WSU Business Unit Manager and Nominated Supervisor
- Business unit or school
- Indigenous Employment Coordinator
- Ignite Champion/Mentor
- WSU Senior HR Partner

External:

- Visitors
- VET Teacher/trainer at The College at Western Sydney University Registered Training Organisation
- Sarina Russo Mentor (Australian Apprenticeships Support Network Provider)
- Allocated Indigenous Vocational Training and Employment Centre representative

CHALLENGES

- Adapting to a professional work environment

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Senior HR Partner – Minor Change, New Template

Date: 12 August 2025