## Cadets, Apprentices and Trainees (CATs) at Wollongong Council

Council’s cadetships, apprenticeships and traineeships provide a unique opportunity to study a formal qualification while gaining valuable experience and mentoring in the workplace. Applications for 2016 cadetships, apprenticeships and traineeships are currently open and include the following opportunities:

### CADETSHIPS:

<table>
<thead>
<tr>
<th>Cadetship</th>
<th>Description</th>
<th>Tenure</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing and Events</td>
<td>Provide marketing and event support to Council’s Events and Library teams, work on key major events like Comic Gong and Australia Day and gain a range of experience including producing promotional material.</td>
<td>6 years</td>
<td>Bachelor of Commerce (Marketing) or a related discipline</td>
</tr>
<tr>
<td>Building Surveyor</td>
<td>Building Surveyors interpret and enforce laws and regulations controlling building and construction. You will develop skills in building legislation and auditing, construction design and inspections, fire safety design and inspection procedures and much more.</td>
<td>6 years</td>
<td>Bachelor of Building Surveying and Certification (Honours)</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Assist with the management of the city’s natural environment. Learn how to analyse data and provide advice and technical direction on key environmental legislation and policies.</td>
<td>6 years</td>
<td>Bachelor of Environmental Science</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Assist with the planning, design, project management and construction of roads, buildings and bridges.</td>
<td>7 years</td>
<td>Bachelor of Engineering (Civil)</td>
</tr>
<tr>
<td>Civil Engineering (Aboriginal or Torres Strait Islander)</td>
<td>Assist with the planning, design, project management and construction of roads, buildings and bridges.</td>
<td>7 years</td>
<td>Bachelor of Engineering (Civil)</td>
</tr>
</tbody>
</table>

*The position above is identified for an Aboriginal or Torres Strait Islander person and is in accordance with Section 126 of the Anti-Discrimination Act 1977 (NSW)*

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<tr>
<td>Spatial Analyst</td>
<td>Develop an understanding of integrated business systems, processes, technology and data management and how spatial technologies support the business.</td>
<td>6 years</td>
<td>Bachelor degree in Geospatial Science or a related discipline</td>
</tr>
<tr>
<td>Facilities Management (Person living with a disability)</td>
<td>You will be actively planning the facilities of the future, working on a range of different projects, assisting in the smooth operations of community centres and working with community groups to foster community capacity and social inclusion.</td>
<td>6 years</td>
<td>Bachelor of Commerce or Bachelor of Business</td>
</tr>
</tbody>
</table>

*The position above is identified for a person living with a disability and is in accordance with the Anti-Discrimination Act 1977 (NSW). A disability may include (but not be limited to) physical, mental, behavioural, intellectual, learning or cognitive, or an illness/disease.*
**APPRENTICESHIPS:**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Horticulture</td>
<td>Contribute to local plant conservation and learn all aspects of working within a wholesale nursery environment as well as how to look after natural areas.</td>
<td>4 years</td>
<td>Certificate III in Horticulture</td>
</tr>
<tr>
<td>Civil Design</td>
<td>Help our Design Team with the delivery of civil engineering design projects through 2D and 3D engineering design for a wide range of road infrastructure projects.</td>
<td>4 years</td>
<td>Diploma in Civil Construction (Design)</td>
</tr>
</tbody>
</table>

**TRAINEESHIPS:**

<table>
<thead>
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<tbody>
<tr>
<td>Finance Rates</td>
<td>Support the day to day and high volume functions of the Rates Business Unit to issue rates and charges notices and collection of these accounts.</td>
<td>2 years</td>
<td>Certificate IV in Local Government (Rates focus)</td>
</tr>
<tr>
<td>Engineering Surveyor</td>
<td>Work with our survey team to assist with the delivery of data to support civil engineering design projects such as roads, bridges and drainage.</td>
<td>4 years</td>
<td>Diploma in Surveying</td>
</tr>
<tr>
<td>Crematorium and Cemetery Technician</td>
<td>Provide a high standard of service for the care of our deceased and their families. This includes working with plant and equipment and undertaking garden maintenance.</td>
<td>2 years</td>
<td>Certificate III in Grave Digging Grounds and Maintenance</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Provide a high standard of customer service to customers of the Crematorium and their families.</td>
<td>1 year</td>
<td>Certificate III in Business Administration</td>
</tr>
<tr>
<td>Health and Environment</td>
<td>Develop your communication and organisation skills to focus on food safety regulation and other health activities including microbial control, skin penetration premises and community education programs.</td>
<td>2 years</td>
<td>Certificate IV in Local Government (Health and Environment)</td>
</tr>
<tr>
<td>Right to Information</td>
<td>Working with our Records Business Unit, as a Right to Information Trainee you will learn about the relevant legislation, policies and procedures relating to Council Access to Information policies and Privacy Management Plan</td>
<td>2 years</td>
<td>Certificate IV in Recordkeeping</td>
</tr>
</tbody>
</table>
Frequently asked questions:

What is a CAT?

It is either a cadet, apprentice or trainee who obtains temporary employment with council while they undertake a qualification part-time. CATs work in their designated roles and are given time off to study while they work. It is primarily a training position – an opportunity to gain a qualification while gaining work experience at the same time.

Will I get a job at the end of the CATship?

There is no guarantee of employment at the end of cadetships, apprenticeships or traineeships however the vast majority of our CATs find work immediately on completion of their training, either with Wollongong Council, other councils or other employers.

Can I apply for more than one job?

Yes. You can apply for any of the jobs listed however you need to submit a separate application for each job.

I have a disability/am from an Aboriginal or Torres Strait Islander background. Do I have to apply for the designated position(s) or can I apply for more?

The designated positions are there to specifically provide opportunities for members of the community who are living with a disability or come from an Aboriginal or Torres Strait Islander background. However Council strongly encourages people from all backgrounds and circumstances to apply for ALL positions that interest them. We are committed to a diverse workplace and welcome people from all walks of life, circumstances and backgrounds.

I have completed one year of university, can I apply for a cadetship?

Yes. Cadets undertake an undergraduate degree in their specialist area and we are willing to accept current students in those fields who have completed no more than one equivalent full time year of study in that area.

With apprenticeships and traineeships we are seeking people who have not completed the qualification and will consider people who have partial qualifications. This will be managed on a case-by-case basis. The positions are there as training positions so we will be excluding people who already have significant training or experience in that occupational area.

What if I have the qualification already?

If you are already qualified in the specific vocational area being targeted (eg Engineering), you are not eligible for a cadetship, traineeship or apprenticeship in that area and should instead sign up for a job alert on our website so that you can be advised when jobs come up for a qualified person.

Cadetships, apprenticeships and traineeships are for people who will enter the workforce and undertake those qualifications as part of the job. It’s a training role, not for someone who has already completed the training.
I already have degree - can I still apply?

This depends on what degree you are studying. If you have completed a commerce degree and you wish to study to become an engineer then yes, because you would be commencing a completely new undergraduate degree. The same applies in the case of vocational qualifications for apprenticeships and traineeships.

I understand that I need to address all the selection criteria however I’m not sure how long my response should be for each criteria. What do you suggest?

We recommend a maximum of two paragraphs per criteria. If these roles were for fully qualified people we would expect more, however these positions are training positions so we’re really just looking for information that will allow us to see your suitability against that criteria. We’re not looking for work experience in that area.

It says you need your driver’s license and I don’t have one.

We are willing to be flexible on this if you can demonstrate that you are able to obtain your licence by the end of March 2016.

How do I find the job I want to apply for on the vacancy page?

The jobs are all listed in alphabetical order. This is the same location that all of Council’s current vacancies are advertised so you will notice that all cadet positions vacant are listed together (the same with traineeships and apprenticeships). If you cannot see the position you would like to apply for on the screen take a look down the bottom of the first page and click on the right arrow to take you to the next page of positions vacant (Note; there may be 3 pages of positions vacant)

How do I apply?

1. Prepare your documentation

   - Go to Wollongong City Council website at www.wollongong.nsw.gov.au
   - Click on Jobs @ Council
   - Click on the green Vacancies box
   - Click on the Position you wish to apply for
   - Open the PDF document at the bottom which will give you all the instructions and information on the position.
   - Prepare your documentation
     - Resume
     - Word document addressing all the selection criteria
     - Any additional documentation you wish to supply (eg certificates of achievements, transcripts, awards etc)

Please note that each document will need to be a separate document that you will upload to the website when you are completing your online application.
2. Submit your application online

- At the top left hand side of the vacancy you will see a bold BLUE “Apply” box. Click on this.
- You will then be forwarded to a screen where it will ask you sign up as a new user (or if you’ve used the site before you should select “sign in as an existing user”)
- When you sign up as a new user you’ll be asked to enter information on your eligibility to work in Australia and confirm your login details (ie email, password etc). Please note that when you’re entering your mobile number you’ll need to format it with spaces between the numbers (example: 04XX 123 456 – use your numbers).
- Select “Confirm” when you’re ready.
- The system will then send you an email with a confirmation code which you’ll need to put into the screen before you can continue. This may take up to 10 minutes so please be patient and check your spam email to make sure it hasn’t gone there.
- Once you’ve received your confirmation code by email, go back into the Jobs@council website and place the 6 digit confirmation code into the sign-in screen under your email address.
- This will then take you to a list of our current vacancies. Click on the job you’d like to apply for and select the “Apply” button at the top left of the screen. This will then give you 11 tabs that you will need to go through and complete.
- As you go through, please select “next” at the bottom right of the screen to progress to the next Tab.
- Please note that on three of the tabs, you will need to upload your documents. The tabs are:
  - Selection Criteria Questionnaire
  - Resume
  - Supporting documentation
- Please note: The “References” tab will ask you for phone numbers. Please make sure you use the correct format ie 04XX 123 456 for mobile number and 02 1234 5678 for land lines.
- Once you have completed the information in all the tabs click on “Submit Application” link on the right bottom of the screen.
- You will get an email from us confirming that we have received your application within 10 minutes.

IF YOU HAVE ANY TECHNICAL PROBLEMS WITH THE ONLINE APPLICATION FORM PLEASE TAKE A SCREEN SHOT AND EMAIL: jobs@wollongong.nsw.gov.au

These opportunities go for between 4 and 7 years. Will I be studying full or part time?

Each role is a full time job with provision to study part-time during work hours.

Does the salary per week increase every year?

Yes. You will get an increment with each successful year of service that includes successful work performance as well as successful progression through your studies.

What are the base locations/addressess for the positions?

This depends on the position. All positions will be based in the Illawarra area between Helensburgh and Windang.

How old do you have to be to apply?

There are no age restrictions on any of the roles.
Can I apply if I am on a visa?
These positions are open to Permanent Australian residents only.

I have an iPad and I can’t apply online.
See if you can use someone else’s computer or go to your local library and ask them to help you.

Is there any testing involved?
Yes. People who make it through the first screening process will undertake aptitude testing which will measure their literacy and numeracy levels based on the requirements of the position.

When I go to put in my references contact details it won’t work and comes up with an error issue.
All reference phone numbers should be in the following format- with spaces between the numbers
Landline- 02 1234 5678 (example only- please use your own number)
Mobile- 04XX 123 456 (example only- please use your own number)
Note: Make sure there are no brackets in any numbers.

Can my application be late?
No, late applicants will not be accepted.
You must meet the deadline of 5pm on 16/11/15.

Do I need to enrol into TAFE or University before I apply for the position?
No. Wollongong City Council will work with the successful candidate to enrol them into the qualification once commenced.

What’s the process from here?

- Applications close at 5pm on Monday 16 November 2015
- Shortlisting to commence, this involves a panel of 3 (someone from Human Resources, someone from the area where the role is and an independent person from another part of council) deciding on which candidates to interview
- Face to Face interview to be conducted late November into Early December 2015
- References will be checked for successful applicant
- Pre-employment checks will be conducted (example medical) before the role commences
- The roles will commence in the first week of February 2016