

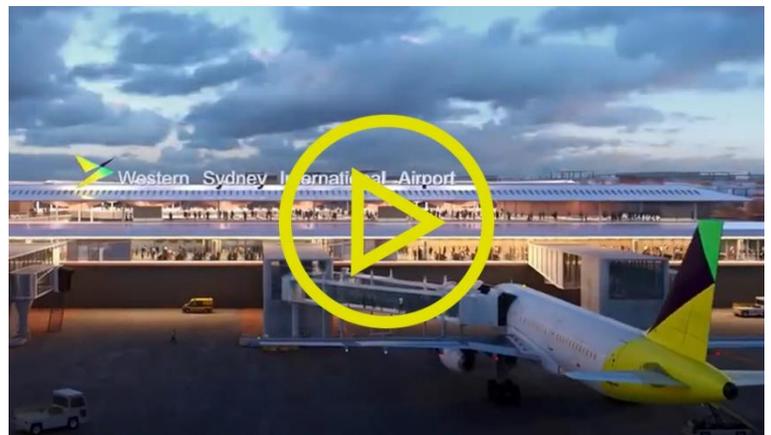
Trainee – Corporate Affairs

- Join Australia's most exciting infrastructure project
- Start your career and work towards receiving a qualification
- Training and development provided

Western Sydney Airport is an Australian Government-owned corporation delivering Sydney's new airport, Western Sydney International (Nancy-Bird Walton) Airport. This project will serve as the catalyst for creating jobs and opportunities across the region.

Every member of Western Sydney Airport's team is empowered to deliver – living the organisation's values of safety, inclusion, courage, integrity, pioneering and passion.

While construction and detailed design are well underway, Western Sydney Airport is not just building airport infrastructure, we are building a commercially focused airport business around passenger and freight aviation, as well as our on-airport business park.



This is a very exciting time to be part of the development of Western Sydney International, which is on track to open to passenger and air cargo services in late 2026.

About this opportunity

We are excited to offer highly motivated individuals a position with Australia's leading infrastructure project. This is a fabulous opportunity to kick start your career obtaining qualifications and hands-on experience.

As a trainee, we offer an integrated learning experience where your formal training will be blended with stimulating and practical experiences. Most importantly, WSA trainees get the opportunity to work with highly skilled and passionate individuals who will help guide you through your traineeship sharing their knowledge, skills, and experience to ensure your success. This traineeship opportunity will provide you with lifelong career skills and we're eager for you to join our team in January 2021.

As a trainee, you will undertake a 12-month training program (full-time) that will develop your skills and experience. In partnership with TAFE NSW, you will attend formal training each week and together with your mentor, we will ensure your experiences on-the-job provide you with a deep understanding of your chosen discipline.

Benefits for you

- Gain a nationally recognised qualification while you work and get paid
- Work closely with a dedicated 'mentor' who will provide career guidance and support
- Contribute to Australia's leading infrastructure project

What you'll be doing

The Corporate Affairs trainee will participate in a rotation program which aligns with community services and customer engagement.

- Community engagement (project and construction)
- School engagement programs
- Experience Centre operations and customer service
- Media and social media
- Government relations
- Stakeholder engagement

The traineeship position has been designed to provide you with a deep understanding of Corporate Affairs and your responsibilities will include on-the-job practical experiences including:

- Prepare documents and business material as required
- Attend/participate in the formal training
- Perform required tasks in relevant systems
- Administration tasks
- Provide back-up support to the team when necessary to facilitate activities across the organisation
- Develop an understanding and knowledge of Workday and other corporate systems
- Offering innovative ideas and solutions
- Communicate related information to stakeholders internally and externally
- Perform any other duties within the scope of the position as directed
- Act as a team player

About You

- A genuine interest in building your career within Corporate Affairs/Communication and Engagement
- Highly motivated to learn and focused on achieving great results
- Enthusiastic, self-driven and a positive, can-do attitude
- A team player who works well with others and collaborates in a team
- Dedicated, well presented, reliable and punctual
- Effective time management and organisational skills

Does this sound like you?

To be successful, we're looking for individuals who meet the following criteria:

- Students who have completed their Higher Schools Certificate in 2020.
- A willingness to undertake a formal qualification at TAFE NSW to complete a Certificate IV in Business
- Sound skills utilising Microsoft Office package.
- Good attention to detail
- Creative and innovative
- Eager to learn and grow your skills and experience
- Good written and verbal communication skills
- Driver Licence and transport to travel to the Airport site.

What you need to do now

If this sounds like you and you want to join the team at Western Sydney Airport, please prepare a resume of your experience detailing your achievements and any community and/or work experience and tell us why this role is perfect for you.

Submit your resume and a cover letter to careers@wsaco.com.au, citing reference number **WSA 100** and which trainee position you are applying for.



**Western
Sydney
Airport**

WSA is an equal opportunity employer committed to building a diverse and inclusive culture. By joining us you will be part of an organisation that supports community, charities, and environmental initiatives. We encourage residents of Western Sydney, Aboriginal and Torres Strait Islander people and people from all backgrounds to apply.

Applications close 12 December 2020