

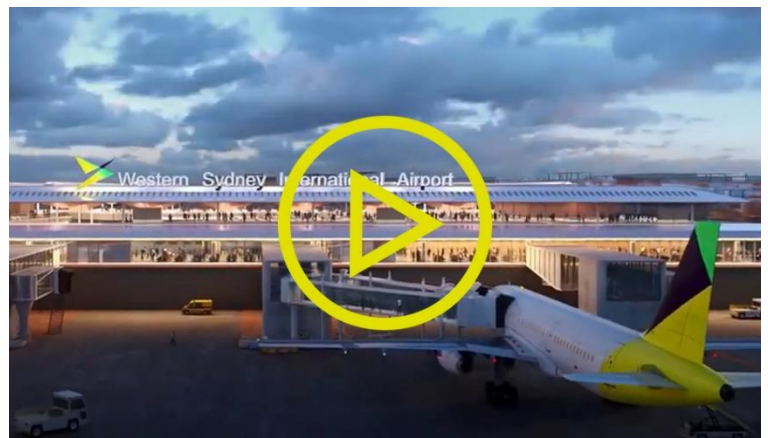
## **Trainee – Corporate Affairs**

- 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 an 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 a highly motivated individual a position with Australia's most significant 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.

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, helping shape a future of jobs and opportunities for Western Sydney

### **What you'll be doing**

The Corporate Affairs Trainee will participate in a rotation program, with experience across a range of community and stakeholder engagement disciplines.

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

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

- Preparing communication and engagement material and other professional documents
- Working with business systems including customer relationship management, news media and social media monitoring software
- Representing Western Sydney Airport to community members and stakeholders
- Participating in formal training
- Administration tasks
- Provide back-up support to the team when necessary to facilitate activities across the organisation
- Offering innovative ideas and solutions
- Performing any other duties within the scope of the position as directed
- Acting as a team player

### **About You**

- Completed your High School Certificate in 2020
- A genuine interest in building your career in corporate affairs, communication, or community and stakeholder engagement
- Passionate about writing and storytelling
- 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:

- A willingness to undertake a formal qualification at TAFE NSW to complete a Certificate III in Business
- Sound skills using Microsoft Office software
- A willingness to engage with community and stakeholders
- Strong attention to detail
- An understanding of corporate affairs and its purpose in a business
- A curious mind, with a natural ability to solve problems
- An ability to undertake research and present findings succinctly
- Creativity and the ability to come up with new ideas and approaches
- Eagerness to learn and grow your skills and experience
- Excellent written and verbal communication skills
- Driver Licence required (must be able to drive to the airport site and surrounding areas)



**Western  
Sydney  
Airport**

**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](mailto:careers@wsaco.com.au), citing reference number **WSA 100**.

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 28 February 2021**