

## Traineeship – Administration and Clerical NSW Police Force (Kempsey)

### Industry

Trade – Administration

### Description



### Date posted

October 27, 2025

### Closing date

02.11.2025

### Job Location

Kempsey

### Employment Type

Full-time, Temporary

### The 1000 NSW Public Sector Apprentices and Trainees Program

#### Available apprenticeships and traineeships across NSW Police Force

#### Do you want to earn and learn on the job?

#### We would like to hear from you!

The 1000 NSW Public Sector Apprentices and Trainees Program are seeking enthusiastic individuals who would like to undertake a traineeship across various qualifications within NSWPF, where you will gain on the job experience whilst obtaining a nationally recognised qualification.

#### Why Work for NSWPF

The NSW Police Force (NSWPF) vision is for *A Safer New South Wales*.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including sworn and civilian roles.

The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions. To learn more about us, please visit our website: <https://www.police.nsw.gov.au/>

The various roles available within NSWPF and their locations are outlined below:

#### Certificate III in Business: (12 Month Traineeship)

- Oak Flats, NSW 2529
- Parramatta, NSW 2150
- Kempsey, NSW 2440
- Wagga Wagga, NSW 2650

#### Contacts

These roles will support the delivery of NSWPF's vision for creating a safer NSW.

## How to Apply

To apply for this role, please [APPLY HERE](#) and submit your application.

When applying you need to:

- Complete the expression of interest
- Provide a resume outlining your skills and provide an explanation why you wish to undertake a traineeship.

## Our commitment to Diversity

The NSW Police Force is a proud employer of a diverse range of people. We are committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees. Differences are embraced, contributions are valued, and everyone has a sense of connection and belonging.

The NSWPF welcome people with diverse skills, experiences, perspectives and backgrounds and encourage applications from Aboriginal Torres Strait Islander peoples, and individuals who may identify as LGBTIQ, with disability, a culturally and linguistically diverse background, and people of all ages.

If you identify as a person with disability and require further information on the role or you require specific arrangements to participate in the recruitment process, please contact HR Diversity Team by email at [PCC-INCLUSION@police.nsw.gov.au](mailto:PCC-INCLUSION@police.nsw.gov.au).

If you identify as Aboriginal or Torres Strait Islander and would like assistance with your application, please contact the NSWPF Aboriginal Employment & Engagement team at [PCC-AEET@police.nsw.gov.au](mailto:PCC-AEET@police.nsw.gov.au).

## Note

No offer of employment will be made until all relevant clearances are finalised.

If you require any further information about this opportunity, please contact either:

**Emily Meharg: 0418 109 678 or [meha1emi@police.nsw.gov.au](mailto:meha1emi@police.nsw.gov.au)**

**Maria Bris: 0427 303 720 or [bris1mar@police.nsw.gov.au](mailto:bris1mar@police.nsw.gov.au)**

**Closing date: SUNDAY 2 NOVEMBER 2025 at 11.59pm.**

To apply for this role, please [APPLY NOW](#) and submit your application.

For additional apprenticeship and traineeship opportunities in the NSW public sector, please visit [The 1000 NSW Public Sector Apprentices and Trainees Program](#)

Thank you for your interest in this role. We look forward to receiving your application.