

Position Description

Directorate:	Education
Division:	School Improvement
Branch:	Tuggeranong
Business Unit:	Birrigai Outdoor School
Position Title:	Outdoor Education Assistant
Classification:	Administrative Services Officer 2 (ASO2)
Position Number/s:	21747
Reports to:	Business Manager
Position Status:	Temporary (12 months) with possibility of Permanency
Position Hours:	Full time: 36.75 hours per week
Identified position:	Not identified
Fire Designated Position:	No
Effective:	July 2026

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours – [Values and Signature Behaviour – ACTPS Employment Portal](#)

Directorate Overview

The [ACT Education Directorate](#) (the Directorate) delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT. The Directorate aims to develop and deliver educational services to empower each child and young person in the ACT to learn for life.

Division Overview

The School Improvement Division works closely with schools, supporting them to develop sustainable processes that ensure a culture of school improvement and accountability related to their individual context.

School Overview

Birrigai was established in 1979 as a jointly sponsored project between the then Department of Territories and the ACT Schools Authority. Birrigai is an ACT Government facility and is currently managed by the onsite Principal.

Birrigai is located 2 kilometres from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley. Birrigai offers a range of cultural and environmental education programs to students from across the ACT, surrounding region, and interstate, ranging in age from early childhood to Year 12. We provide day programs and overnight camps with activities themed around the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes and team building programs. Birrigai also provides services to a range of community and corporate groups and offers onsite accommodation for up to 180 people with full catering options as well as facilities for self-catering for small groups.

Note: All Birrigai employees are required to provide their own transport to and from the worksite. A travel allowance of \$24.98 per day is payable for this position.

About the Position

A temporary vacancy currently exists for a highly motivated individual with strong interpersonal and time management skills to assist Birrigai's qualified teaching staff to deliver quality outdoor educational experiences. The successful applicant will be required to work in a small team under limited direction, to contribute to the smooth running of our outdoor activity programs. On occasion, the Outdoor Education Assistant may be required to assist with front office relief and other basic administrative duties as directed.

In a fast paced and sometimes unpredictable environment, the role covers a variety of tasks with competing demands so the successful applicant will need a broad skill base, to be flexible, adaptable, able to work under limited direction, and have the ability to prioritise and see tasks through to completion. Strong communication skills and a positive, enthusiastic, can-do attitude are necessary attributes for this role.

Diversity Statement

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, those who identify as LGBTIQ, and people with disability to apply.

Primary Duties and Responsibilities

This position provides general administration and field support to teachers delivering educational programs and has some occasional front office related responsibilities. The position requires the ability to carry out physical tasks in an outdoor environment, and the necessary skills to perform basic administrative duties associated with running visitor programs.

1. Assist teaching staff to set up / pack down and deliver program activities, resources, and equipment.
2. Provide administrative assistance to teaching staff including developing, creating, producing, and maintaining teaching resources (hard copy, electronic and props).
3. Provide First Aid assistance to visitors if required and maintain the First Aid Room and supplies.
4. Under supervision, instruct groups of school aged students and adults who are undertaking Birrigai led activities.
5. Undertake basic administrative tasks and occasional front office duties as required.

6. Maintain existing educational resources and assist with the development of new resources.
7. Maintain resource rooms to ensure they are kept in a tidy and well organised manner.
8. Undertake post-booking cabin inspections and report maintenance issues to the administration team to ensure timely repairs.
9. Undertake post-booking inspections of after-hours activity resources.

Selection Criteria

The following capabilities form the criteria required to perform the duties and responsibilities of the position.

1. Ability to assist in the development, deployment, pack down and maintenance of education and activity program resources.
2. Demonstrated experience working with groups, including school aged students.
3. Demonstrated ability to provide basic administrative support and undertake computer-based tasks, including in a front office environment.
4. Demonstrated ability to work proactively, independently and as part of a team, including sound organisational and time management skills.
5. Highly developed interpersonal skills and the ability to effectively communicate with a range of stakeholders, both internal and external, including the school community.
6. Demonstrated understanding and commitment to the ACT Public Service Values, workplace Respect, Equity and Diversity Framework, and Workplace Health and Safety best practice.

Professional / Technical Skills and Knowledge

1. Drivers Licence (C-class) is mandatory with requirement to facilitate own travel to site.
2. Ability to work outside rostered hours as required.

Behavioural Capabilities

1. Exercise initiative and drive in applying established work practices and procedures and identifying opportunities for improvement.
2. Exercise strong interpersonal communication skills and an ability to engage with the school community.
3. Embrace individual and cultural differences by displaying courteous, respectful, and non-discriminatory behaviours in all activities.

Compliance Requirements / Qualifications

1. Current Working with Vulnerable People (WWVP) Registration or ability to gain the registration prior to commencement.
2. Current Senior First Aid Qualification or ability to gain the qualification prior to commencement.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Outdoor Education Assistant (position number: P21747) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone/Mobile Phone use	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Frequently
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Requirement to work overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (on roads, paths or nature strips)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently



Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving on site	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material or work sites	Never

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently