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| <b>Directorate</b>         | Education                                      |
| <b>Division</b>            | Service Design & Delivery                      |
| <b>Branch</b>              | Engagement & Wellbeing Support Services Branch |
| <b>Temporary/Permanent</b> | Temporary 12 months                            |
| <b>Position Number</b>     | P59095   |
| <b>Classification</b>      | ASO4   |
| <b>Position Title</b>      | Administration Officer                         |

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### **DIRECTORATE OVERVIEW**

The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient, and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

### **BRANCH OVERVIEW**

The Engagement and Wellbeing Support Services (EWSS) Branch works with school staff, students, parent/carers, and other internal and external stakeholders to improve student engagement and learning and wellbeing outcomes. EWSS supports schools in managing complex issues and provides tailored support for students and schools based on needs, while managing key organisational risks. The branch contributes through the knowledge and skills of multidisciplinary teams, policy implementation support, program development, and professional learning/capacity building. The branch also provides strategic direction to the Directorate in areas such as student wellbeing and engagement, inclusion, and the creation of safe and supportive school environments.

### **TEAM OVERVIEW**

Clinical Practice is responsible for the management of the Allied Health, Social and Youth Work and School Psychology services in ACT public schools. The section also contributes to the strategic direction of the Engagement and Wellbeing Support Services (EWSS) Branch. The Clinical Practice team members are part of the Education Support Office (ESO).

The Administrative Officer's role provides administrative support to the Clinical Practice team who deliver services which enhance student learning, engagement and wellbeing.

### **THE POSITION – ROLE OVERVIEW**

The Administrative Officer will work with the Clinical Practice team and will receive direction from the Business Coordinator, Director and/or Senior Director. The position is supervised by the Business Coordinator.

### **KEY RESPONSIBILITY**

Provide a high standard of administrative support to the Senior Director and Directors. Undertake specific administrative tasks relevant to the service operations, working closely with the Social and Youth Work teams and across the Allied Health and School Psychology.

### **Your major activities include but are not limited to:**

- Provide administrative support to the Senior Director, Director and/or Clinical Practice team to implement policies and procedures relating to the management of the Allied Health, Social and Youth Work or Psychology services for children and young people in ACT Education schools.
- Assist coordination of timely responses to governance, legal and human resource (HR) management requests confidentially and with discretion.
- Manage customer relationships and negotiate with a range of internal and external stakeholders as required.
- Develop, implement and maintain processes that contribute to the efficient and effective management of the Clinical Practice team, including management of team email inboxes, travel arrangements and adhoc administration duties as requested by the team.
- Coordinate and support meetings, presentations and other service events, as required; provide secretariat support including, the preparation and distribution of meeting agenda and minutes, drafting and/or collation of papers.
- Provide administrative support to delivery of professional development and training delivered by external partners to Clinical Practice staff and schools.
- Monitor, order and replenish consumables, equipment and resources; obtain quotes and/or make purchases as required; monitor expenditure against work area budget.

### **SELECTION CRITERIA**

1. High level administrative and coordination ability, good organisational skills, and attention to detail along with knowledge of business processes in a government or similar environment.
2. Demonstrated ability to be flexible, responsive, and adaptable in a changing environment and work with minimal supervision to meet deadlines.
3. Demonstrated excellent verbal and written communication, interpersonal and teamwork skills along with demonstrated experience successfully liaising/negotiating with a broad range of individuals and groups.
4. Demonstrated ability to maintain confidentiality and handle issues of a sensitive nature with tact and discretion.

5. Understanding of the public service values covering ethical standards and a demonstrated self-awareness and professionalism. A proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

#### **MANDATORY**

Prior to commencing in this role, a current registration issued under the working With Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

#### **HIGHLY DESIRABLE**

- Highly developed proficiency in the Microsoft Suite of applications.
- Experience with SPHERE
- A current Australian driver's license.