

Directorate	Education
Division	Service Delivery and Design
Branch	Learning and Teaching
Temporary/Permanent	Temporary 11-week position with the possibility of extension up to 12 months
Position Number	P71658
Classification	ASO 3
Position Title	Administration and Equipment Logistics

Directorate Overview

The Education Directorate is a leading learning organisation where people know they matter, delivering high quality early childhood education and public-school education in an accessible and inclusive environment.

Business Unit Overview

The Learning and Teaching Branch supports the development of contemporary policy and programs across the different stages of schooling, using evidence-based practice to inform the universal, selected, and targeted service offerings. They have a strong focus on quality assurance and evaluation of the programs and services in support of government and key stakeholders, ensuring the service meets the needs of students, families, schools, and the wider community.

The Position

The Learning Teaching Branch is seeking a high performing administration and equipment logistics officer to support programs and projects within the Academy of Future Skills team.

The position supports the Academy of Future Skills to deliver equipment logistics for ACT Public Schools. This includes managing equipment requests, locating and preparing equipment, ensuring items are checked, maintained, and calibrated, and with support coordinating the delivery and collection of equipment across the ACT. The officer maintains accurate records, monitors equipment availability, and supports efficient stock management to ensure timely access for schools. The role also contributes to general Academy business and works flexibly across the broader Learning and Teaching team to respond to emerging priorities and workload pressures.

This position is initially for 11 weeks from mid-July 2026 with the possibility of extension up to 12 months. The position will be full-time and in-person attendance is required due to the nature of the position.

Duty Statement

In accordance with Directorate Policies

- Provide high quality administration support for the Academy of Future Skills
- Assist to coordinate and fulfil equipment requests from ACT Public Schools, including:



- Locating, preparing, and issuing equipment for school use in accordance with exiting procedures.
- Delivering and collecting equipment to schools in a timely manner.
- Maintaining accurate records of equipment loans, returns, and availability.
- Supporting quarterly stock control and inventory management processes.
- With support, inspecting and maintaining equipment to ensure it is safe and operational.
- With guidance, calibrating equipment when required.
- Ensuring equipment is stored, handled and transported appropriately.
- Undertake administrative and IT projects as required to support the Academy of Future Skills business.
- Communicate appropriately in verbal and written form with Academy of Future Skills staff, classroom teachers, and school administration to fulfil orders accurately and efficiently.
- Manage competing priorities and meet deadlines to ensure timely response to all relevant stakeholders.
- Work in accordance with, and uphold the ACT Government's Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety System.

Selection Criteria

1. Strong organisational, administrative, and time-management skills, with demonstrated experience coordinating logistics, fulfilling requests, and managing competing priorities.
2. High attention to detail with the demonstrated ability to inspect, maintain, and ensure the safety and operational readiness of equipment.
3. Ability to follow directions, policies and agreed procedures to complete tasks.
4. Ability to work effectively as part of a team and work independently.
5. Demonstrated ability to communicate appropriately with a wide range of clients such as teachers, school administration, and management.
6. Demonstrated ability to be flexible, responsive, and adaptable in a changing environment and work with minimal supervision to meet deadlines.
7. 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.

Compliance Requirements

- Driver's license is essential as the role includes travel within the ACT
- The position requires a Working with Vulnerable People check
- The role will require manual handling and lifting of equipment according to equipment SOPs.

Highly Desirable

- Proficiency with Google Workspace, Microsoft suite of applications, including Teams, Outlook, Word, and Excel
- Good IT skills to support the maintenance of equipment
- An interest in Science, Technology, Engineering and Mathematics education

- Experience working in a school or school support office

Application process

Applicants are required to:

- Write a statement, in their own words, addressing the Selection Criteria, 2 pages maximum
- Submit a current CV
- Provide the name and contact details of 2 referees