

Directorate	Education
Division	Service Design and Delivery
Branch	Engagement & Wellbeing Support Services Branch
Temporary/Permanent	Temporary
Position Number	P09527
Classification	ASO4
Position Title	Equity Fund Support Officer
Immediate Supervisors	Fund Administrator, FoE Student Equity Fund

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 Branch is responsible for the policy, strategic planning, and management of school support for student wellbeing, including the provision of allied health services.

The Branch provides direct support for individual students, and support to classroom teachers and school leadership teams designed to build the capacity of schools and contribute to the achievement of improved student outcomes.

The Branch includes:

- Clinical Practice
- Wellbeing Policy and Service Design
- Flexible Education

The Branch leads key policy for student wellbeing and works closely with schools to ensure students access and participate in education. The Branch works closely with other government directorates, families and external agencies and providers.

The Position

You will be a member of Student Equity Fund team and responsible for the effective management and processing of applications to provide financial support to eligible families, helping students access everyday essentials that assist with their education and wellbeing needs.

The Student Equity Fund supports families with students who are enrolled in years P-12 in ACT schools (including non-government schools) or another approved form of education who meet the eligibility criteria.



DUTY STATEMENT

In accordance with Directorate policies and dependent on the specific role and include, but are not limited to:

- Process applications, under guidance and direction from the Team Leader and Director within the team.
- Preparation of correspondence in response to questions from members of the public, and stakeholders.
- Track and monitor applications through the IT system, Smarty Grants
- Use the SAS enrolment system to help process applications
- Undertake other duties appropriate to this level of classification that contribute to the Directorate
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework

SELECTION CRITERIA

- 1** Highly developed research and analytical skills, with the demonstrated ability to make sound judgements on sensitive and issues.
- 2** High level communication skills, both written and oral, and the demonstrated ability to work with people across different levels.
- 3** Ability to liaise and negotiate effectively with a range of internal and external stakeholders
- 4** Demonstrated organisational skills and ability to be proactive, flexible and to manage competing priorities while working under pressure and within tight timeframes.
- 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.

HIGHLY DESIRABLE

Highly developed proficiency in the Microsoft Suite of applications.

HOW TO APPLY

Please provide a written response to the selection criteria (max 3 pages), a current CV/Resume and contact details for two referees, including your current supervisor.