



ACT
Government



POSITION DESCRIPTION

Statutory Authority: ACT Board of Senior Secondary Studies (ACT BSSS) - Office of the BSSS

Position Number: P00146

Classification: Administrative Services Officer 4

Position Title: Administrative Officer

Location: Civic, ACT

Position Requirements: Working with Vulnerable People Card (WWVP) registration

Last Reviewed: September 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](#)

BOARD OF SENIOR SECONDARY STUDIES OVERVIEW

The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory.

The main functions of the Board include:

- to accredit or register courses taught by recognised educational institutions
- to approve, consistent with national agreements, recognised educational institutions for teaching vocational education courses
- to establish guidelines for the development of courses by the Board or by a recognised educational institution
- to establish principles and procedures for the assessment of attainments of students and the moderation of the assessments
- to provide to people who have undertaken courses, or units of courses, certificates, and transcripts of their attainments, including the ACT Senior Secondary Certificate
- to provide information on -
 - the performance of students and former students; and
 - the policies and procedures of the board

The Board currently delivers certification services to 27 ACT and seven overseas schools. It also certifies studies from a number of external providers.

OFFICE OF THE BOARD OVERVIEW

The Office of the ACT Board of Senior Secondary Studies is an independent Statutory Authority funded by the ACT Government and provides services to the Board and both government and non-government schools offering the ACT Senior Secondary Certificate.

The Office of the Board is responsible for implementing the Board's functions, and leading the development of curriculum, assessment, and moderation in the senior secondary sector, including maintaining the integrity and quality of the ACT Senior Secondary Certificate qualification.

POSITION OVERVIEW

The successful applicant will support the senior secondary community through excellence in service design and delivery.

Staff embrace the fast pace and busy environment of the Office of the Board of Senior Secondary Studies (Office of the Board) and are able to accommodate and respond to shifting demands and challenges. The ideal candidate will have exceptional interpersonal and communication skills, be highly organised, and expert in prioritising time and workload.

The successful applicant will display resilience, tact, and empathy, have the capacity to work with specific ICT systems and data, excellent attention to detail, and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders.

This is an excellent opportunity for those looking to extend their experience and skills in the educational administration space, and who want to be part of a collaborative effort to support work that benefits students as schools create positive learning environments for young people in the senior secondary years of schooling across the ACT, and overseas.

If this position interests you it is recommended you contact the Manager of Corporate Operations, Nicole McDonald.

Note: This position is fulltime and based onsite due to work requirements.

WHAT YOU WILL DO

The position will operate within a small vibrant administrative team, working closely to support the Board in achieving its strategic objectives and business outcomes within a legislative framework.

The role is vital to the daily operation of the Office of the Board. Including but not limited to, the successful candidate will manage day-to-day reception and executive assistant duties, process transcript and verification requests, manage phone and email correspondence, and provide high level administrative support to senior management, and for System Moderation, VET and ACT Scaling test processes. In addition, the role includes coordination of a small casual workforce.

In addition, the officer will:

- Develop, maintain, and enhance positive and collaborative relationships and partnerships with education sectors, schools, staff, and stakeholder groups in the wider community through the provision of service delivery and customer service.
- Communicate effectively through a range of mediums including spoken, written, and digital (for example, Microsoft suite), including updating the BSSS website when required.
- Assist in the administration of a seasonal casual administrative workforce for System Moderation including recruitment and temporary contracts and timesheet submission.
- Maintain appropriate record keeping practices in the Education Directorate records management system (TRIM).
- Understand and apply financial principles to:
 - Receipt of transcript payments
 - Support for end of month EFT/EFTPOS reconciliation

(Applicants can identify their capacity and/or preparedness to develop knowledge and skills in this area.)

Other duties as directed by the Executive Director.

WHAT YOU REQUIRE (SELECTION CRITERIA)

The following capabilities form the selection criteria that are required to perform the duties and fulfil the responsibilities of the position.

Professional and Technical Skills

1. Well-developed computer technology skills including use of the Microsoft suite, to undertake tasks involving data entry, retrieval and mail merge.
2. Proven ability to provide support to the Executive Director, in addition to high level administrative and organisational contributions to the office more broadly.
3. Excellent interpersonal, oral and written communication skills to enable effective liaison on sensitive and confidential issues with officers at all levels across the education sector other agencies, as required and appropriate to the position.

Behavioural Capabilities

1. Ability and commitment to consistently provide excellent customer service.
2. Proven organisational skills with the ability to work effectively in busy situations, in a team environment or independently.

Compliance Requirements / Qualifications

This position will require the successful applicant to have or acquire ACT Working with Vulnerable People (WWVP) registration.

Desirables

- Relevant experience in public and/or educational administration.