

## Role Description

## Community Liaison Officer

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

19700

Content

Manager No.

14/211453

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**AO3 General Employees (Qld Government Departments) and Other Employees Award – State 2015  
38 hour week**

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Community Liaison Officer you will:

- Assist in the development of school and community links, and provision of information and support on education related issues for the facilitation of partnerships in decision making to enhance learning.
- Facilitate suitable consultative mechanisms and procedures to provide a non-threatening environment for effective two way communications between the school and parents/carers and the school community.

The Community Liaison Officer reports to the Principal in relation to administrative issues. Although there are no subordinates reporting to this position, clerical and other assistance may be provided as negotiated with the Principal.

### Your role

Responsibilities include:

- Develop and implement strategies for effective links between home and school related issues and to encourage greater interest and participation in school activities and programs.
- Facilitate opportunity for raising parental concerns and advocate equity of service provision.
- Promote liaison activities to provide information to parents, the school and its community, and facilitate community development activities to improve relations between the school and its community.
- Act as the contact for parents/carers and the indigenous community to determine relevant issues for improved relationships between the school and its indigenous community.
- Plan and deliver or organise public presentations, and inform and educate parents and community members/groups about educational trends and policies.
- Establish and monitor school and community networks relevant to the position's role.
- Develop and maintain a register of community and classroom helpers and relevant information for parents/carers.
- Assist in recruiting and resourcing of volunteer help, including the coordination of a volunteer program.



- Carry out administrative tasks associated with the position's duties, including clerical duties related to writing and responding to correspondence.
- Contribute to applications made for funding.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

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[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

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- This role description works in conjunction with the Candidate Information Package.