

## Role Description

## Education 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.

**20420**

Content Manager No.

**20/541217**

Work Unit

**Nominated Unit**

**Nominated Branch/Region**

**Nominated Division**

Location

**Nominated location**

Classification

**Stream 1, Teaching in State Education Award – State 2016**  
**Education Officers, Special Duties (EOSD) conditions apply (as specified in clause 5.12 of the Department of Education State School Teachers' Certified Agreement 2022)**

### Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. 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 Education Officer, you will:

- Lead, research and contribute to the development, implementation and evaluation of initiatives, programs and projects for the work unit by undertaking project or research work leading to improved corporate performance.
- Provide advice on strategies, initiatives, programs, projects and services to deliver high quality outcomes by modifying or revising established techniques, methods, systems or policies to propose solutions with enduring affects.

The Education Officer reports to a nominated officer in the relevant location.

### Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Participate in a range of project teams to develop implementation strategies, manage projects and deliver services.
- Coordinate projects and deliver services, using recent experience and thorough knowledge to deliver initiatives and strategies.
- Develop resources and programs that support high quality practice and partnerships by analysing a variety of alternatives to deliver best outcomes.
- Research, analyse, interpret and develop options and recommendations both autonomously, and as part of a team, to plan, design and provide advice for use in various educational environments.



- Liaise with internal and external stakeholders and work in collaboration with them to provide high quality advice within agreed state wide frameworks and processes.
- Use and model effective and productive work practices to strengthen substantial deliverables expected by stakeholders and meet project expectations.
- Demonstrate a high level of commitment to developing performance and knowledge of teaching, learning and school improvement.
- Conceptualise, identify and develop ideas, consider alternative courses of action, devise action plans and advance new approaches.

#### **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:**

##### **Eligibility requirements:**

- You must be a permanent employee of the department with a substantive teaching or classified officer role employed under *Teaching in State Education Award – State 2016*, have current full registration as a teacher and should be aware that temporary internal moves for the purposes of the department's payroll processes are referred to as internal secondments.
- Employees' engaged temporarily as Education Officer - Special Duties have a requirement of 36¼ hours per week attendance and arrangements as outlined in *clause 5.12 of the Department of Education State School Teachers' Certified Agreement 2022*.

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

[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**

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