

Role Description

Education Officer

Job Ad Reference	
Job Evaluation No.	20420
TRIM No.	20/541217
Work Unit	Nominated Unit
Location	Nominate Branch/Region
Classification	Nominated Division
Job Type	Nominated location
Salary Range	Education Officers, Special Duties (EOSD) conditions apply (as specified in clause 7.4 of the Department of Education State School Teachers Certified Agreement 2019 (Teachers' Agreement))
Contact Officer	Permanent / Temporary / Full-time / Part-time
Contact Telephone	Temporary period until XXXX unless otherwise determined
Closing Date	per annum
	<i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>

Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We are committed to teaching and learning environments that have at their centre child/student and staff health and safety.

For more information about the department, please visit our website at www.qed.qld.gov.au

We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework. Since November 2020, the division hosts the Office of Racing, which provides policy advice and administers programs to build a sustainable Queensland racing industry.
- The Early Childhood and Education Improvement Division is responsible for the strategic management and implementation of early learning and development reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education improvement in Queensland. The Division is also responsible for monitoring and supporting school performance and improvement through the leadership and management of a school review program.
- The Finance and Assurance Services Division ensures a dedicated focus on the department's delivery on our substantial financial investments and commitments. The division incorporates the department's finance and procurement functions and works closely with Internal Audit.
- Infrastructure Services Division is responsible for sustainable investment in Education. It has three service streams, being asset provision, asset management and administration, and asset advice and advocacy.
- The People and Corporate Services Division consists of Human Resources, Strategic Communication and Engagement, Legal Services and Information and Technologies.



- The Office of Industrial Relations (OIR) contributes to the Government's strategic objectives in the areas of workplace health and safety, electrical safety, workers' compensation, industrial relations and labour hire regulation and seeks to improve performance in these areas through regulatory and policy frameworks and the provision of evidenced-based services and advice.

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

As the Education Officer you will have responsibility for the following:

- 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.

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 7.4 of the Department of Education State School Teachers Certified Agreement 2019*.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Demonstrated ability to develop, communicate and foster professional knowledge of the structure, functions and priorities of the Division.
2. Proven ability to deliver key work tasks within established timelines, meet quality expectations and respond to changes in priorities within a large, complex and politically sensitive environment.
3. Demonstrated capacity to support the implementation of strategies, projects and services in a team environment and take personal responsibility for meeting objectives and balancing competing demands.
4. Demonstrated ability to use knowledge and understanding of the impact of implementation strategies, projects and services to develop team capabilities and add value to the work of the team.
5. Demonstrated ability to foster a cohesive and supportive team environment using high level communication, interpersonal and negotiation skills with a proven ability to develop strategic and collaborative relationships with a wide range of key stakeholders using a range of communication modes.

Additional information

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#), a teacher is prohibited from working in [Education and Care Services](#) (including State Delivered Kindergarten programs) unless they hold, or have applied for, a current exemption card issued by Blue Card Services www.bluecard.qld.gov.au
- A criminal history check may be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- The department is committed to respecting protecting and promoting human rights. Under the Human Rights Act 2019 (Qld), the department has an obligation to act and make decisions in a way that is compatible with human rights and when making a decision, to give proper consideration to human rights. When making a decision about recruitment and selection, decision-makers must comply with that obligation. Further information about the Human Rights Act 2019 is available at <https://www.qhrc.qld.gov.au/your-rights/human-rights-law> and <https://www.forgov.qld.gov.au/humanrights>
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- [Leadership Competencies for Queensland](#)
- Additional information is available online at: www.smartjobs.qld.gov.au
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding.