

Role Description

Education Officer – Special Duties (EOSD)

Job Ad Reference	
Job Evaluation No.	21554
TRIM No.	21/352625
Work Unit	Nominated Unit
Location	Nominated Branch or Region
Classification	Nominated Division
Job Type	Nominated location
Salary Range	Stream 3, Level 1-10 Teaching in State Education Award – State 2016
Contact Officer	Education Officers, Special Duties (EOSD)
Contact Telephone	conditions apply (as specified in clause 7.4 of the Department of Education State School Teachers Certified Agreement 2019 (Teachers' Agreement))
Closing Date	36 ¼ hour week
	Permanent / Temporary / Full-time / Part-time
	Temporary period until XXXX unless otherwise determined
	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 – Special Duties you will:

- Lead and manage project teams to develop and implement strategies and initiatives for school improvement activities and services.
- Exhibit and foster commitment to developing performance, capability and capacity in the department of best practice evidence-based approaches to teaching, learning and school improvement.

The Education Officer – Special Duties reports to the nominated officer in the relevant location.

Your role

As the Education Officer – Special Duties you will have responsibility for the following:

- Foster high quality collaboration, communication and information sharing to enable an understanding of the complexities and challenges that exist in the targeted area.
- Engage effectively and collaboratively with a range of internal and external stakeholders to enable an integrated approach to deliver the vision of the department.
- Lead and/or participate in projects for the delivery of services and plan and manage resources within project governance operating framework requirements.
- Prepare high quality advice including briefing materials, correspondence, reports and project plans for a range of audiences.
- Identify and assess issues impacting on the implementation of projects, strategies and initiatives, develop options and recommend solutions.
- Review and analyse existing work systems, practices and procedures to ensure continual improvement.
- Provide high quality advice on school improvement services, implementation strategies, projects and services including recommendations for progressing the department's agenda.
- Represent the department, as required, at internal and external forums, meetings and conferences.

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*.

Employees will be paid at the employee's substantive classification level under Education Officer - Special Duties conditions in accordance with *clause 7.4 of the Department of Education State School Teachers Certified Agreement 2019*.

Information on registration requirements is available at enquiries@qct.edu.au or on toll free 1300 720 944.

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. Knowledge of the department's agenda and implications associated with successful implementation of school improvement activities.
2. Capacity to use strategic thinking and analytical skills to influence the educational agenda for sound school improvement strategies and initiatives.
3. Demonstrated capability to lead and manage in a project environment and liaise, negotiate and consult effectively.
4. Proven success in initiating and fostering high quality practice, instructional leadership and best practice approaches to school improvement.
5. Display strong interpersonal, written and oral skills, including the ability to prepare briefings, correspondence and reports, for a wide range of audiences.

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.