

## Role Description

## Uniform Shop Convenor

### 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.

18499

Content Manager No.

14/69198

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**OO2 General Employees (Qld Government Departments) and Other Employees Award – State 2015**  
**38 hour week**

### 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 Uniform Shop Convenor, you will:

- Contribute to the effective and efficient operation of the school uniform shop by providing a sufficient range of uniforms at a reasonable cost to the school community.
- Coordinate the establishment and maintenance of a network of community volunteers to assist with the provision of a quality school uniform shop service.

The Uniform Shop Convenor reports to the Principal or delegate.

### 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:

- Support the school's dress code standards.
- Manage uniform shop volunteers, including:
  - Ensuring a positive work environment is maintained and volunteers are clear about tasks needing to be undertaken.
  - Display of emergency procedures in a prominent place for volunteers and clients.
  - Contribute to the preparation of rosters on a weekly basis.
- Monitor the uniform shop procedures in order to deliver an effective and efficient service that meets the needs of the Parents and Citizens' Association, students and school.
- Promote good clientele and public relations at every opportunity, including:
- Participate in and report matters affecting the running of the uniform shop through meetings with the Principal.



- Liaise with pre-qualified suppliers and successful tenders (provisions) including, monitoring the stock and storage, and stock rotation.
- Assist in the delivery of services and provide feedback regularly to the Principal regarding quality of service and provisions that are provided by pre-qualified suppliers.
- Order and maintain adequate stock levels and perform a stocktake each month and provide details to the Principal.
- Participate in the development of the uniform shop budget.
- Maintain security of the uniform shop, retaining keys and arming and disarming school security systems.

#### **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**

[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.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.