

# Role Description

## Administrative Officer, Administrative Assistance Enhancement Program (AAEP)

Job Ad Reference			
Job Evaluation No.	<b>17079</b>	TRIM No.	<b>17/49938</b>
Work Unit	<b>State Schools/State High Schools or Other Educational Institution State Schools Division</b>		
Location	<b>Various locations throughout the State</b>		
Classification	<b>A02 Qld Public Service Officers and Other Employees Award - State 2015</b>		
Job Type	<b>Casual</b>		
Salary Range	<i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		
Contact Officer	<b>Donna Portelli</b>		
Contact Telephone	<b>07 3511 3888</b>		
Closing Date			

## 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. 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.
- 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.
- Corporate Services Division consists of Information and Technologies Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.
- The People and Executive Services Division consists of Human Resources Branch, Strategic Communications and Engagement Branch and Legal Services.



- 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. State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

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

## **Your opportunity**

As the Administrative Officer (AAEP) you will contribute to the effective and efficient administrative management of the school by providing relevant and timely administrative support to the Principal and Business Manager. You will work within existing guidelines to provide basic resolution of problems by reference to established procedure, consulting the Principal or Business Manager for matters that are more complex or non-routine.

The Administrative Officer (AAEP) reports to the Principal, Business Manager or nominated delegate.

## **Your role**

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

- Autonomy to perform a variety of day to day administrative and support services that are routine in nature and directed by the Principal or the Business Manager.
- Undertake routine activities including reception (telephone and counter enquiries), arranging appointments, correspondence and general administration, maintaining school records, such as incident reports, student admissions, enrolments and departures, processing incoming and outgoing mail and email, and once approved, ordering and arranging student transport for sport excursions, trips and other school activities.
- Assist with human resources tasks for school support staff, including printing of timesheets, leave applications and rosters. Perform a variety of other administrative or support services for school support staff, including printing of timesheets, leave applications and rosters, assisting with arranging approved relief for school support staff as directed.
- Administer day to day financial matters (e.g. process payments and orders, receipting, banking, reconciling invoices for payment, follow-up on late payments as directed by Principal or Business Manager. Input and export financial data to/from OneSchool.
- Assist with organising school maintenance and safety inspections as directed by the Principal or Business Manager; assist with the operation and control of school hire schemes and arrange bookings for community use of school facilities; undertake stock-takes of school plant and equipment.
- Prepare minutes of meetings, policy documents, reports, forms, newsletters, prospectuses, memorandums, examination papers, class notes and school Annual Reports. Draft, check correspondence, with guidance from the Principal or Business Manager concerning correspondence of a non-routine nature.
- Communicate with internal and external stakeholders (e.g. school and departmental staff, parents, students, and community members); provides information and advice in line with school policies and/or Principal directives; and demonstrates empathy, emotional understanding and support.
- Apply day to day independence in determining work schedules and sequences within a well-defined environment with regular managerial supervision.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Manager or nominated delegate.

## Knowledge and experience

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- Ability to quickly acquire knowledge and understanding of school operations, standards and work processes.
- Word processing and spreadsheet experience, and ability to use enterprise systems and web based applications.
- Ability to communicate with empathy and influence in order to address problems and obtain cooperation and assistance in meeting required objectives.

## How you will be assessed

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

### 1. Supports strategic direction

Demonstrated knowledge, or ability to rapidly acquire knowledge, of departmental administrative policies, practices and procedures used in schools, particularly human resource and financial processes.

### 2. Achieves results

Performs under direction, with the capacity to develop, organisational skills and ability to manage multiple tasks, prioritise work demands and meet deadlines.

### 3. Supports productive working relationships

Capacity to coordinate office administration systems and contribute to the effective operation of a team providing quality school services.

### 4. Displays personal drive and integrity

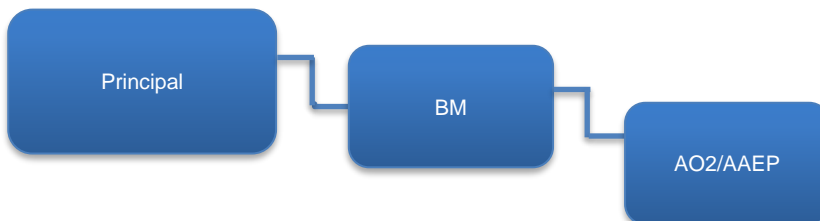
Works with supervisor to review and develop systems and services to meet the needs of a changing organisational environment.

### 5. Communicates with influence

Demonstrated interpersonal and communication skills (both written and oral) including the ability to communicate messages clearly and concisely, to deliver quality service outcomes for the school community.

## Organisational chart

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## Additional information

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- **For school based non-teaching temporary positions** - The duration of this position will be dependent on work demands, the availability of ongoing funding, and model allocated resources. Delete if not applicable.
- AO2/AAEP appointees have changed employment arrangements regarding hours and changes to hours following confirmed staffing allocation to the school.
- The Department has provided Functional Jobs Requirement Reports, providing general information on the physical and psychological demands of certain positions. This should be considered in conjunction with the specific expectations and environments of individual schools. [Primary Administration Staff](#)
- 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: [www.bluecard.qld.gov.au/](http://www.bluecard.qld.gov.au/)
- A criminal history check will 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.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit [www.psc.qld.gov.au](http://www.psc.qld.gov.au)
- Additional information is available online at: [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)