



Job Description

Position Title:	Senior Community Education Officer	Classification:	Level 4
Position Number:	00016514	Location:	Perth
Division/Group:	Safety Regulation	Supervises:	0
Branch/Section:	Policy and Information	Reports to:	General Manager

Operational Context

Within the Safety Regulation Group the Private Sector Labour Relations Division shapes and implements labour relations policy and legislative reform. The Division strives to be a proactive regulator to achieve compliance with WA employment laws while also assisting employers and employees to better understand and meet their workplace rights and obligations.

Role Overview

The Senior Community Education Officer facilitates compliance with State industrial laws and raises community awareness by developing and disseminating client focussed digital and print resources; and contributing to proactive education and compliance campaigns.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Develops and disseminates information on State employment laws on the Wageline website and other digital media
- Prepares and presents seminars and workshops on State employment laws to small business and community groups.
- Identifies emerging issues and trends, and intelligence from Wageline to assist in the development of client resources
- Implements strategies to promote the information and services available to assist clients in meeting their employment rights and obligations
- Provides training and support to team members to ensure a client focussed service.
- Undertakes research on award and legislative issues to answer complex queries.
- Contributes to projects to achieve outcomes in the Division's Business Plan.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

- Demonstrated ability to use technology in an innovative way to design and deliver services to clients.
- Demonstrated ability to undertake research and analysis of complex matters, and develop options to provide effective solutions
- Demonstrated experience presenting complex material to a range of audiences using a variety of mediums.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Takes responsibility for completion of work and seeks guidance when required; identifies risks and takes initiative to progress work when required.
- Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Understands the work environment; identifies issues and contributes to team planning.
- Presents messages clearly and succinctly orally and in writing.

What are the Job reporting relationships?

This position reports to: General Manager

Supervisor Position No: 00017261

Classification: L8

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- 'C' Class Drivers Licence
- National Police Clearance

Approved Date

01-AUG-2019