

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Salaries, Allowances and Conditions Award 1983 Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced	
Group:	Schools	Effective Date of Document 20 August 2018
Region:	North Metropolitan Education Region	
School:	Woodlands Primary School	

THIS POSITION

Title: Public Relations and Special Projects Administration Officer

Classification: Level 2

Position No: 00038609

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: School Administrator Level 5
POSITION NUMBER: 00032284

TITLE: Deputy Principal Curriculum
LEVEL: School Administrator Level 3
POSITION NUMBER: 00008614

This position and the positions of:

Title	Level	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Public Relations and Special Projects Administration Officer	Level 2	00038609	20 August 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

Woodlands Primary School, as an Independent Public School in the North Metropolitan Region, is focussed on providing *a world of opportunity through the power of learning*. The four school values of Belonging, Respect, Humanity and Possibilities are core to all aspects of the school's operations.

Woodlands Primary School has an active school community, with teachers and parents working together to support students with an education that includes not just academic achievement but emotional and social skills. Individual differences are provided for through an inclusive approach that caters for children with a variety of backgrounds and learning needs. Woodlands Primary is actively moving to a more collaborative learning culture which contrasts with traditional teaching approaches. There is a strong focus on research/evidence based teaching techniques so that when students leave the school, they do so with solid foundations that set them up for high school, whether they move to Churchlands Senior High School or into the private schooling system. Given this, the school culture embodies a strong sense of student empowerment and ownership of their learning, staff teamwork and sense of shared responsibility working in a partnership with our community.

Further context about the school is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter Woodlands Primary School in the school name in the *Find a School* field.

TITLE Public Relations and Special Projects Administration Officer	CLASSIFICATION Level 2	POSITION NO. 00038609	EFFECTIVE DATE 20 August 2018
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ROLE

The Public Relations and Special Projects Administration Officer:

- provides administrative, financial and reporting support to the leadership team
- develops materials and coordinates finance processes and procedures for special projects in accordance with the school's operational plan
- provides administrative support by maintaining databases, records and information systems and establishing ordering procedures for special projects
- researches information and produces publications and promotional material for the school, including the prospectus, parent information booklet and associated publications (e.g. Traffic Management)
- manages and maintains the school's website and multimedia productions
- establishes effective working relationships and communications with internal and external stakeholders.

OUTCOMES

1. Operational support is provided to the Principal and Leadership Team with the production of publications and promotional material and maintenance of the school website.
2. Effective administrative support is provided in the coordination of special projects including financial management and reporting activities.
3. School databases, records and management information systems related to special projects and public relations are accurate, up-to-date and routinely maintained.
4. Special school events and projects are promoted through external media agencies.
5. Effective working relationships are developed and maintained with internal and external stakeholders.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated ability to provide administrative support and coordination of special projects.
2. Demonstrated well developed verbal and written communication skills, including the application of customer service principles and practices.
3. Demonstrated interpersonal skills and the ability to work unsupervised and in a team environment.
4. Demonstrated organisational skills with the ability to provide administration support, meet deadlines and identify priorities.
5. Demonstrated ability in using computers and a range of application software packages particularly the ability to maintain web and multimedia platforms..

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 20 August 2018
TRIM REF # D18/0367101