



Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent justice service which contribute to community safety and reduced offenders' involvement in the justice system.

Position title Education Clerk		Special conditions
Effective date November 2017	Position number Generic	Level 1
Division Offender Management	Directorate Education, Employment & Transitional Services	Branch Education & Vocational Training Unit

Divisional Outcomes

The Offender Management Division's primary focus is on reducing reoffending, which it will achieve by:

- providing leadership, oversight and support in a holistic and partnership approach across all areas of the Department to embed therapeutic practices;
- elevating the position of rehabilitation and reintegration service delivery, including partnerships with non-government organisations; and
- establishing enhanced Aboriginal services to guide, monitor and provide practical supports.

The Division is the custodian of offender management which incorporates the delivery of evidenced based assessments, strategy and development, rehabilitation programs, education, employment and transitional services, psychological assessment and counselling support, health and sentence management.

Directorate Outputs

The Education, Employment & Transitional Services Directorate works towards assisting students to acquire, develop, practice and apply the knowledge, skills and attitudes now and in the future to take responsible control of their own lives.

Branch Outputs

The Educational & Vocational Training Unit works towards assisting students to acquire, develop, practice and apply the knowledge, skills and attitudes now and in the future to take responsible control of their own lives.

Role of the Position

Provides administrative and clerical support to the Education and Vocational Training Unit to maintain an effective and efficient operation.

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Responsibilities of this position

Administration

- Provides clerical and administrative support to the EVTU.
- Assists in the purchasing, collation and distribution of course curriculum for Auswest Specialist Education & Training Services (ASETS).
- Assists with the establishment and maintenance of offender educational records in the Pathlore database.
- Attends to telephone enquiries and directs them to an appropriate officer.
- Attends to distribution of incoming mail and ensures compliance with outgoing mail procedures.
- Maintains filing system in accordance with Departmental procedures.
- Creates student education files for all Education Centres in prisons.
- Applies relevant processes, procedures and policies.
- Ensures accuracy in processing and administrative functions.
- Uses initiative to anticipate work requirements and take action without direct supervision.

Skills

- Highly developed interpersonal and organisational skills.

Financial

- Arranges the ordering and payment of supplies, equipment and services incurred by the EVTU.
- Receives, checks, collates, and amends (as necessary) fortnightly Sessional Tutor Pay Claims for the prison Education Centre.

Behaviours

Performs duties and models acceptable behaviours such as:

- Maturity
- Flexibility
- Respect for confidentiality
- Pro-active engagement
- Team orientated

Ethical Behaviour

- Demonstrates ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

- Applies the principles of equity, diversity, occupational safety and health in the workplace and behaves in accordance with relevant standards, values and policies.

Other

- Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Experience	Experience working within a clerical or administrative environment, whereby specific practices and procedures are adopted.
2. Knowledge / Skills / Abilities	<p>Strong written, oral and interpersonal skills.</p> <p>High standard of word processing skills including the ability to use various databases.</p> <p>The ability to work as a team member in order to achieve the goals of the Unit.</p> <p>The ability to prioritise, organise and complete tasks within set timeframes.</p> <p>Sound purchasing and accounts monitoring</p>
Desirable	<p>Knowledge of an education and/or training environment.</p> <p>Experience working in a challenging, multi-disciplinary work environment.</p>
<p>(Note: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).</p>	

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Reporting relationships

Title
Director Education, Employment & Transitional Services
Classification
L5SC

Responsible to

Title
Campus Manager
Classification
L2SC

Responsible to

This office

Other offices reporting to this office

Title and classification
Prisoner Education – Coordinator L1SC
Prisoner Education – Assessor L2SC
Aboriginal Education Worker L3
Education Clerk L1

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled

Location and accommodation

Location

State

Accommodation

Allowances / special conditions

The Contract of Employment specifies conditions relating to this position.

Certification

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

Delegated Authority Approval

Signature	
Date	/ /