

**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	
Group:	Schools	Effective Date of Document 10 January 2019
Region:	South Metropolitan Education Region	
School:	Lakeland Senior High School	

THIS POSITION

Title: Workplace Transition Support Officer

Classification: Level 3

Position No: 00034890

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: Admin 6
POSITION NUMBER: 00004397

TITLE: Manager Corporate Services
LEVEL: PS L5
POSITION NUMBER: 00004409

This position and the positions of:

Title	Level	Position No
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Workplace Transition Support Officer	Level 3	00035248	10 January 2019

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.

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

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Workplace Transition Support Officer	Level 3	00035248	10 January 2019

ROLE

The Workplace Transition Support Officer:

- supports the operations of the Workplace Learning Program
- assists in planning programs for individuals or groups to develop life skills and promote positive development
- evaluates enrolment and completion data and provides reports to the School Administration team
- researches and identifies pathways for employment or activities other than employment
- assists in locating appropriate industry placements/activity providers for students
- conducts site checks and meetings with prospective employers
- liaises with employers and relevant workers on duty of care requirements
- provides information to parents and staff on the Workplace Learning Program
- inducts students into the Workplace Learning Program
- undertakes regular meetings with students regarding work placement
- monitors student progress in the workplace, including checking student logbooks for satisfactory completion and working hours
- monitors the Workplace Learning Program budget
- maintains the Workplace Learning Program database
- promotes the school's Workplace Learning Program within the community
- undertakes relevant paperwork and prepares relevant correspondence.

OUTCOMES

1. Effective programs are researched, planned, coordinated and implemented for individuals or groups in order to develop life skills and promote positive development that will enable students to participate as a valued member of the community.
2. Evaluation of data is carried out and reported to the School Administration team.
3. Suitable industry placements are secured, the program budget is effectively monitored and a database is maintained.
4. Induction and training sessions are facilitated for students and industry trainers.
5. Effective partnerships are established with employers, agencies and Registered Training Organisations.

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SELECTION CRITERIA

The following selection criteria are to be 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 experience in developing, implementing and evaluating suitable programs for students acquiring life skills and/or accessing recreational activities.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. Demonstrated sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and parents.
4. Demonstrated sound organisational skills, including the ability to meet deadlines and identify priorities.
5. Demonstrated initiative and sound problem solving skills, including the ability to identify appropriate solutions.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check; and
- hold or working towards a Certificate IV Workplace Training and Assessment or evidence of training and experience to support training outcomes.

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 10 January 2019
TRIM REF # D18/0566766