



## Workplace Learning Officer

### Mindarie Senior College

<b>Position number</b>	00040943
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2019</a> or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

#### Context

Information about Mindarie Senior College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Provide administrative support ensuring the efficient operation of the Workplace Learning Office, including administering spreadsheets, databases, student records and the effective management of other school information systems.
- Undertake ordering of office consumables, creating and preparing school materials for publication and undertaking routine analyses and reporting on results.
- Undertake student-related activities such as providing limited career information and advice, and collation of student documentation relevant to the Authority Developed Workplace Learning (ADWPL) Area, for example, excursions and qualification enrolments.
- Assist the Workplace Transition Coordinator with the placement of Workplace Learning students and accesses school information systems for the purpose of managing placements and recording associated attendance data.
- Provide clerical support for special projects and across college teams as business needs arise and as directed by the Principal or Manager Corporate Services.

#### Selection criteria

1. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
2. Demonstrated interpersonal skills and the ability to work unsupervised and in a team environment.

3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated effective planning and organisational skills and experience in providing administrative support.

### **Eligibility and training requirements**

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
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

### **ENDORSED**

Date            24 November 2020  
Reference    D20/0597367