



## Vocational Education and Training Support Officer

Baldivis Secondary College

<b>Position number</b>	00038757
<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 5)
<b>Direct reports</b>	Nil

### Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) for information about the Department of Education.

### Key responsibilities

- Provide administrative support ensuring the efficient operation in Career Development, including administering spreadsheets, databases, student records and the effective management of other college information systems.
- Under direction of the Career Development Manager, communicate with students and parents in respect to career development options.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Undertakes ordering of office consumables.
- Create and prepare college materials for publication and undertake 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 Vocation Education and Training (VET) Learning Area; for example, excursions and qualification enrolments.
- Assist the Career Development Manager with the placement of Workplace Learning students and access college information systems for the purpose of managing placements and recording and analysis of associated attendance data.
- Maintain College databases, records and management information systems, ensuring accuracy and timely entry of relevant information.
- Maintain confidentiality of sensitive information.
- 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            26 March 2021  
Reference     D21/0155169