



Placement Liaison Officer

Cyril Jackson Senior Campus Education Support Centre

Position number	00042213
Agreement	Department of Education (School Support Officers) CSA General Agreement 2019 or as replaced.
Classification	Level 2
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Information about Cyril Jackson Senior Campus Education Support Centre is available on [Schools Online](#).

For further information about the Department of Education please visit: education.wa.edu.au.

Key responsibilities

- Interview students and/or parents for student placement into the Workplace Learning program (WPL).
- Provide administrative support to the WPL Coordinator in the establishment and operation of the WPL program, including; administering spreadsheets, databases, student records and the effective management of other school information systems.
- Assist the WPL Coordinator to source suitable work placement sites (Employers).
- Develop industry/community links, maintain productive relationships with Employers participating in the WPL program, and maintain databases of Employer details and requirements.
- Provide limited advice, information and support to staff, students and parents relating to the WPL program and **employment/career pathways**, under the direction of the WPL Coordinator.
- Obtain, collate, provide and/or create; correspondence, paperwork, placement information to relevant parties to ensure student placements are appropriately documented.
- Maintain appropriate confidentiality of WPL program documentation.
- Under the direction of the WPL Coordinator, conduct checks of insurance certificates of currency, industry training and licencing, ensuring compliance with WPL program requirements prior to and during student placements.

- Liaise with Employers to arrange and monitor student placements including the following details; attendance and punctuality, presentation, variety of tasks, performance and attainment of skills and maintain records associated with student placements.
- Assist the WPL Coordinator by carrying out workplace site visits, health and safety checks and provide reports to the WPL Coordinator.
- Undertake processes relating to workplace site accidents and incidents as they occur under the direction of the WPL Coordinator.
- Provide limited training and induction to Employers participating in the WPL program.
- Provide administrative support for special projects as business needs arise.
- Assist in the organisation of parent information sessions and attend relevant School, or Employer workplace site meetings as required.

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:

- hold a current 'C' or 'C.A.' class driver's licence
- hold or obtain a valid White Card
- 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 17 February 2022
Reference D22/0129432