

Government Officer

Position Details

Position Number: Various

Classification: Level 2

Award/Agreement: Public Service and Government Officers CSA Agreement 2022

Directorate: Organisational Services

Location: Any NRT Campus

Reporting Relationships

Responsible To:	TBD	Other officer reporting to this position: TBD
This Position:	TBD	
Positions under direct supervision:	NIL	

Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities. All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day-to-day activities. NR TAFE is committed to an inclusive, high-performance culture that places the needs of the students and the public at the centre of all that we do.



Position Overview

The Officer performs various administrative tasks to support in the day to day activities to the branch and organisational objectives. Duties may include providing a high quality customer service, undertaking administrative tasks, using systems and programs and accurately maintaining records and files.

Position Responsibilities

- Provides a high quality customer service in the delivery of a responsive and effective service to staff, external clients and stakeholders.
- Builds collaborative working relationships.
- Assists with the development of policies and procedures..
- Assists with research and projects.
- Accurately records data and information using databases and the content management system.
- May be required to provide executive support for committees and meetings.
- Other duties as required

Selection Criteria

Essential:

- Good written, interpersonal, and verbal communication skills.
- Good customer service skills and the ability to liaise effectively with clients and staff at all levels.
- Ability to undertake research and apply knowledge.
- Ability to work within a team and independently to meet deadlines and achieve outcomes.
- Demonstrated use of technology including email, the internet, Microsoft Office Suite and the ability to use a database.

Essential:

- High level customer service skills and abilities.
- Demonstrated experience in providing effective administrative support with the ability to organise and prioritise tasks effectively and meet deadlines.
- Demonstrated computer skills, including a working knowledge of databases, record management systems, spreadsheets and word processing.
- Demonstrated sound written and verbal communication skills including the ability to produce timely information that is clear, accurate and concise.
- Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.



Other Requirements

May be required to work from any College campus.

Appointment Factors

Location: Any North Regional TAFE Campus

Accommodation: Not applicable

Allowances: As per Award

Travel: Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector, you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations

Vocational Education and Training Act (1996)

Public Sector Code of Ethics

North Regional TAFE's Code of Conduct

Equal Opportunity Act (1984)

Occupational Safety and Health Act (1984)



Internet Terms and Conditions of Use

Employee Software and Compliance Statement

North Regional TAFE policies and procedures

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Employee		Managing Director	
Name:		Name:	Helen Smart
Signature		Signature	
Date:		Date:	