



Vocational Education and Training (VET) Support Officer Newman Senior High School

Position number	00034404
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Newman Senior High School is located in the mining town of Newman in the Pilbara. The school's values comprise: respect, responsibility, care and compassion. It prides itself on building positive relationships between teachers, students, parents and the community.

The school has strong vocational pathways, including the specialist Mining Alliance Program. The Newman Trade Training Centre provides a medium for building effective partnerships with local industry and businesses and an environment to engage students in vocational learning. Such an environment enhances informed decision making and a commitment to a seamless transition from senior school education to further education, training, employment and lifelong learning.

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

Key responsibilities

- Supports the establishment and operations of the school's Vocational Education and Training (VET) programs, School Based Traineeship (SBT) program and the school's Registered Training Organisation (RTO) status.
- Administers and maintains VET, SBT and RTO document databases.

- Prepares relevant VET and SBT documentation in liaison with the WPL Coordinator and Executive Team, including preparing student handbooks, assessment logbooks, resources and student satisfaction surveys.
- Liaises with a wide range of internal and external stakeholders to manage a wide range of student enrolment, sign-up and data reporting requirements related to VET and SBT's.
- Provides support to the school administrative team in maintaining relevant business and information systems including the creation and modification of reports.
- Maintains the VET Reporting to Parents databases and meets School Curriculum and Standards Authority reporting schedule.
- Maintains VET staff qualifications and currency records and monitors validation and moderation processes for VET staff.
- Provides clerical support for special projects across school teams as business needs arise.

Selection criteria

1. Demonstrated sound ability to provide effective support and input into the development, implementation and monitoring of business operations and administrative activities.
2. Demonstrated initiative and organisational skills with the ability to work independently to achieve planned outcomes within agreed timeframes.
3. Demonstrated sound data management skills, including data analysis and reporting.
4. Demonstrated sound ability in the use of a range of application software packages, particularly databases, spreadsheets and word processing.
5. Demonstrated well developed written and verbal communication and interpersonal skills with the ability to build and maintain effective working relationships and liaise with individuals at all levels.

Eligibility and training requirements

Employees will be required to:

- 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 6 August 2019
Reference D19/0349754