

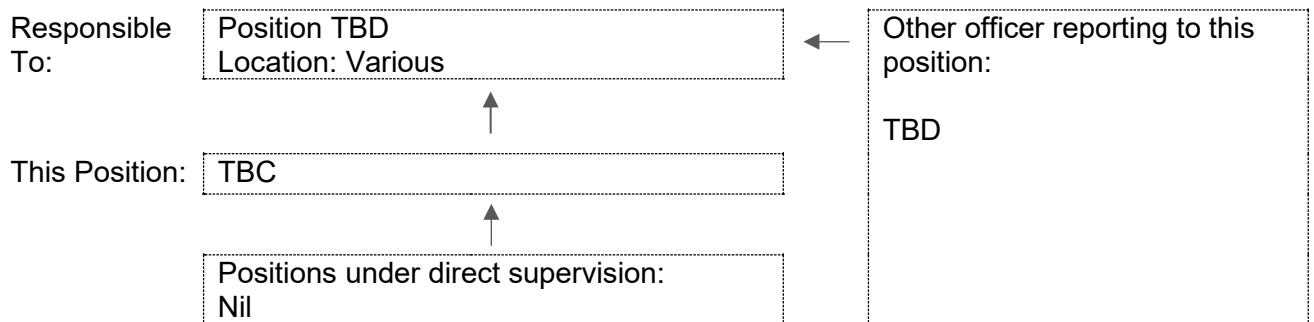


Government Officer

Position Details

Position Number: Various
Classification: Level 2
Award/Agreement: Public Service and Government Officers CSA General Agreement 2022
Directorate: Organisational Services
Location: Various

Reporting Relationships



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

- 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.

Other Requirements

May be required to work any College Campus

Appointment Factors

Location: 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)
Work Health and Safety Act (2020)
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 | | Delegated Authority | |
|-----------|--|---------------------|--|
| Name: | | Name: | |
| Position: | | Position: | |
| Signature | | Signature: | |
| Date: | | Date: | |