



Education Officer – Design and Technology

Employee Support Bureau

Position number	00041462
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2019 or as replaced.
Classification	Education Officer Level 2
Reports to	Principal Consultant (Level 7)
Direct reports	Nil

Context

The Employee Relations Directorate is responsible for ensuring that industrial instruments and legislative frameworks are complied with and that employees are supported in a range of discrete human resource matters. The Directorate is made up of two branches: Labour Relations and Employee Support Bureau. It provides strategic and operational advice to the Minister, Director General, school leaders and line managers on a range of employee relations matters.

The Employee Support Bureau handles work health and safety (WHS), injury management and workers' compensation functions for the whole Department.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Support schools to implement, monitor and evaluate safety and health improvement and prevention strategies at classroom, school and network levels in Design and Technology.
- Design, deliver and evaluate resources to build capability to teachers and school leaders across the state to manage the safety and health risks associated with delivering Design and Technology programs.
- Provide opportunities for teachers to access practical support, professional learning and on-line safety and health resources.
- Gather feedback, monitor, review and evaluate school-based safety and health activities and their quality in the Design and Technology learning area, and facilitate improvements and changes where appropriate.

- Assist with the preparation of reports and briefing papers on evidence-based approaches to support schools manage safety and health hazards and risks in Design and Technology.
- Coordinate the operational logistics of school site consultations.
- Assist in the planning of risk management and resource implementation, including quality assurance, awareness and communication methodologies.
- Contribute to activities that fulfil Department safety and health obligations, including reviewing plans, policies, strategies, standards and procedures.
- Establish and maintain communication networks and working relationships with internal and external stakeholders to promote safety and health in Design and Technology program delivery.
- Research, develop and provide effective support materials to teachers and school leaders.

Selection criteria

1. Demonstrated substantial knowledge of safe practices, risk management and teaching and learning methods in Design and Technology.
2. Demonstrated highly developed communication and interpersonal skills, including the ability to work collaboratively in a team environment to deliver effective customer service across a range of internal and external sites and a variety of stakeholders.
3. Demonstrated highly developed program management and organisational skills with the ability to design, plan and deliver effective support materials for teachers and school leaders.
4. Demonstrated highly developed conceptual and research skills with the ability to identify and analyse trends and generate appropriate strategies to address them.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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 21 June 2021
Reference D21/0340523