

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act 1994</b>	<b>Salaries Agreement/Award:</b> Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced
<b>Group:</b> Schools	<b>Effective Date of Document</b> 22 Oct 2018
<b>Region:</b> Pilbara Education Region	
<b>School:</b> Newman Senior High School	

**THIS POSITION**

**Title:** Workplace Learning Officer  
**Classification:** Level 3  
**Position No:** 00035884  
**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**TITLE:** Principal  
**LEVEL:** School Administrator Level 6  
**POSITION NUMBER:** 00003326

**TITLE:** Deputy Principal  
**LEVEL:** 4  
**POSITION NUMBER:** 00003325

**This position and the position of:** Nil

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Workplace Learning Officer	Level 3	00035884	22 Oct 2018

## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

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.

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## **ROLE**

The Workplace Learning Officer:

- supports the establishment and operations of the school's Workplace Learning (WPL) program
- provides a customer-focused service to internal and external clients, including those from diverse cultural backgrounds
- assists in locating appropriate industry placements for students
- conducts site checks and meetings with prospective employers
- supports the provision of selection, training, induction and monitoring of students for the workplace, the induction and training of workplace supervisors and fostering networks for workplace teachers and assessors
- monitors student progress in the workplace
- maintains the WPL program database
- prepares relevant correspondence and maintains administrative requirements of the WPL program
- monitors the WPL program budget
- respond to enquiries and promotes the WPL program to the community, industry members and parents
- provides clerical support for special projects across school teams as business needs arise.

## **OUTCOMES**

1. The WPL program is supported, suitable industry placements are located, the program's budget is effectively monitored and a data base in maintained.
2. A professional customer service is provided at all times to internal and external clients.
3. Induction and training sessions are facilitated for students and industry trainers.
4. Students are monitored in the workplace and School Curriculum and Standards Authority requirements are met.
5. The WPL program is evaluated and reported to the Principal.
6. The WPL program is promoted to the community through liaison with relevant stakeholders and enquiries are responded to in a timely and customer focussed manner.

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## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated sound skills in developing, implementing and evaluating Workplace Learning programs.
2. Demonstrated ability to provide customer-focused services.
3. Demonstrated sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and parents.
4. Demonstrated sound organisational skills with the ability to initiate, plan and coordinate activities within the school.
5. Demonstrated sound keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.

## **ELIGIBILITY**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

## **TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

## **ENDORSED**

**DATE 22 October 2018**  
**TRIM REF # D18/0461403**