



## Resource and Information Communication Technology Officer

School of Special Educational Needs: Medical and Mental Health

<b>Position number</b>	00039011
<b>Agreement</b>	Department of Education (School Support Officers) CSA Agreement 2021 or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Nil

### Context

The Statewide Services Division is responsible for central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The School of Special Educational Needs: Medical and Mental Health (SSEN:MMH) provides education support to referred students from Kindergarten to Year 12, whose physical or mental health presents difficulties in accessing their regular education program. Support is provided to government and non-government school students, through programs state-wide.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Record, maintain and process specialised resources and equipment on information management systems and registers.
- Assist in resource and equipment stock-takes and reporting, and undertake processes for disposal of obsolete, surplus or unserviceable resources and equipment.
- Manage the loan pool of specialised resources and equipment.
- Manage the resource and equipment storage room to ensure effective allocation of space.
- Prepare resources and equipment for collection.
- Assist in maintaining Information Technology systems and equipment through the school, including password updates, reimaging computers and setting up accounts.
- Assist with installation and upgrading of technology.

- Provide training, advice and support to staff on desktop and software applications, including telephone support.
- Extract data from systems and provide information to senior officers.
- Assist in the preparation and monitoring of the budget and purchasing of resources.

### **Selection criteria**

1. Demonstrated good verbal, written and interpersonal communication skills with ability to effectively liaise with individuals at all levels.
2. Demonstrated good computer skills and ability to use a range of information management systems and application software packages including databases, spreadsheets and word processing.
3. Demonstrated good conceptual and analytical skills, including ability to develop innovative solutions to information and technology problems.
4. Demonstrated initiative and good organisational skills and ability to work with minimum supervision.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

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

### **ENDORSED**

Date            17 October 2022  
Reference    D22/0745241