

Administrative and Marketing Officer

Southern River College

Position number	00039185
Agreement	Department of Education (School Support Officers) CSA General Agreement 2024 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Southern River College is available on [Schools Online](#).

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

Key responsibilities

- Assist in managing and coordinating daily administrative operations, including providing administrative support to the Principal and administrative team.
- Assist the Manager Corporate Services in administrative, financial, marketing, corporate sponsorship and physical aspects of the College's operations.
- Coordinate promotional events, special events, graduation, assemblies and marketing activities.
- Liaise with a wide range of internal and external stakeholders in organising promotional events, primary school transition and marketing.
- Develop a range of communications, publications and materials to support marketing activities and events.
- Undertake research to identify current trends related to web design and technologies and other online mediums.
- Maintain and update the College's website and ensures published content is current, relevant and associated links active.
- Contribute to the College's Annual Report and assist in the overall production.
- Provide effective training to support staff in marketing and events and creative design software.

Selection criteria

1. Demonstrated initiative and sound organisational skills, including attention to detail and the ability to work with minimum supervision to meet deadlines.
2. Demonstrated experience in coordinating events and marketing activities and associated financial management and budgeting requirements.
3. Demonstrated sound communication and interpersonal skills, including the ability to build and maintain positive relationships with internal and external stakeholders and suppliers.
4. Demonstrated sound conceptual, analytical and problem solving skills, including the ability to use relevant software applications.
5. Demonstrated experience in providing input and effective support to the development, management, implementation and monitoring of business operations, systems and plans.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 26 June 2025
Reference D25/0553362