

Community Liaison Officer

Department of Education and Training

VPS5 – Full Time - Fixed Term (18/4/2017 to 6/10/2017)

Salary range: \$90,890 - \$109,969 (+ Super)

An exciting fixed term opportunity is available in the Department of Education and Training for an experienced applicant for a Community Liaison Officer role in South Western Victorian Region, based in the Barwon Area.

A primary responsibility of this role will be to respond in a timely and consistent manner to general inquiries from the public and school communities and to effectively manage, monitor and track routine parent inquiries and complaints. The Community Liaison Officer will work as part of a multi-disciplinary team within the Barwon Area and provide advice and support to Executive Directors and leadership teams within their region.

Community Liaison Officers will promote and maintain strong relations with key stakeholders and other regional and central staff to ensure consistent, high quality practice across the region and proactively work with principals/schools to develop processes and policy around complaints management. In addition to working within the Barwon Area to satisfactorily resolve an enquiry or complaint, Community Liaison Officers will be required to work across Areas within a region and liaise between other Regions and the Central office.

Candidates **must** address the key selection criteria to be considered for this position. Please follow the link to obtain the position description

<https://jobs.careers.vic.gov.au/jobs/VG-DET-SWVR-23396>

Closing date for applications is **23 March 2017**.