

Administration Support Officer

Department of Education

Employment Status: Ongoing/Full-Time

Location: Parramatta/Flexible

About the Department of Education

The Department of Education is the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population.

For more information about the Department of Education, please visit [NSW Department of Education](#)

The Aboriginal Outcomes and Partnerships Directorate (AOPD) values its strong partnership with the NSW Aboriginal Education Consultative Group Inc. and communities, in supporting NSW Public schools to deliver high level, quality teaching to maximise learning outcomes for Aboriginal students.

The work of the AOPD is underpinned by this objective, and provides leadership, strategic advice and direction on all matters relating to Aboriginal education across the NSW Department of Education. The AOPD contributes to national and state policy development for Aboriginal education including language and Culture programs in schools.

About the role

- The Administration Support Officer provides administrative support to the Learning (School) Strategy team.
- The role involves undertaking general clerical tasks such as photocopying, data entry, collating files, correspondence and reports.

Essential requirements of the role

- This position is targeted to the employment of Aboriginal and/or Torres Strait Islander people and is authorised by the Department's EEO Management Plan in accordance with Part 9A of the *Anti-Discrimination Act 1977*. When applying for an Aboriginal identified position, applicants must provide confirmation of Aboriginality and a certified statutory declaration upon interview as defined in the [Confirmation of Aboriginality Guidelines](#)
- A valid Working with Children Check for paid employment.

Key knowledge and experience

- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement](#) with the NSW AECG and to ensure quality outcomes for Aboriginal people.

About you

We are looking for an individual who is self-motivated and enjoys working in a busy and fast-paced environment.

Has good interpersonal skills in person and in the online environment and is willing to work as a part of a cohesive team. A willingness to learn, follow direction, shows initiative and has a strong work ethic.

The following attributes will be essential in fulfilling the role:

- Personable manner
- Sound knowledge of email communication and the ability to prioritise work

How to apply

When applying you will need to:

1. Submit a cover letter (maximum 2 pages) outlining how you meet the requirements and capabilities of this role
2. Attach an up-to-date resume (maximum of 5 pages)

Note: the selection process will include a range of assessment techniques to assist in determining your suitability for the role. Successful candidates will be required to undertake pre-employment screening for this role which includes a Working with Children Check and National Criminal History Check.

This is a child-related role. As a condition of employment you will be required to provide a Working with Children Check (WWCC) Clearance number and complete a National Criminal Record Check. Visit the [website](#) for more information.

A talent pool may be created through this recruitment process. A talent pool is a group of applicants who have been assessed and identified as suitable for this role, and who may be considered for a range of similar roles, including temporary, term or ongoing roles, over the next 18 months.

Closing Date: 29 August 2022 at 11:59pm

For enquiries please contact Sam Ricketts details at Samuel.Ricketts@det.nsw.edu.au or on 0402 877 203.

To apply online please visit iworkfor.nsw.gov.au website and refer to the following keyword: [000092ZN](#)