

2 x Training Coordinator (Identified) roles

Department of Education

Employment Status:

Temporary full-time up to 29 September 2023 (Chatswood)

Full-time ongoing appointment (Parramatta)

Classification: Clerk Grade 7/8

Position numbers: 215322 and 215376

Total remuneration package valued to: \$125,657 p.a. (salary \$101,947 to \$112,849 p.a.) including employer's contribution to superannuation and annual leave loading.

How to apply

To apply for this role, please submit an application online and attach a cover letter (max. 2 pages) and your resume (max. 5 pages) in either Word or PDF format. Please address any **essential requirements**. We are looking for you to demonstrate your competence in the focus capabilities as outlined in the role description. Please develop your responses with this in mind.

Please note that it is a requirement that all candidates submit their applications online.

No paper based, email based or late applications will be accepted.

This is a child-related position. If you are not currently employed in a child-related position in the Department of Education, you will be required to obtain a Working with Children Check (WWCC) Clearance number as a condition of employment (if you do not already have this). For more information, visit ocg.nsw.gov.au/working-children-check. In addition, your employment may be subject to the Department's National Criminal Records Check to determine your suitability for employment.

Note: Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the *Anti-Discrimination Act 1977*.

Applicants for this position must be of Aboriginal descent, identify as being Aboriginal and be accepted in the community as such. Applicants who have not previously identified for the purposes of employment with the Department are required to provide a Confirmation of Aboriginality from a recognised incorporated Aboriginal Community organisation endorsed with common seal and a certified statutory declaration as defined in the [NSW Department of Education Confirmation of Aboriginality Guidelines](#)

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.

Essential Requirements:

- This position is targeted to the employment of an Aboriginal person 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 Working with Children Check is an essential requirement for this role. The role has been identified as requiring a check in keeping with the *Child Protection (Working with Children) Act 2012*
- Current drivers licence and a willingness to travel

The selection process will include a range of assessment techniques to assist in determining your suitability for the role.

Closing Date: 23 November 2022 at 11:59pm

For role enquiries please contact Glen Gallagher on 0457 524 957 or email glen.gallagher3@det.nsw.edu.au

To apply online please visit workfor.nsw.gov.au website and refer to the following keyword: **000099WC**