

Project Officer – Identified

- Ongoing / Permanent full-time (A Talent pool may be created for future temporary, ongoing and job share positions)
- Location: Parramatta – we have a flexible hybrid working model.
- Salary starting from \$106,025+Superannuation and accrued leave.
- The **Permanent Ongoing Employment** opportunities are funded under the Training Services NSW, Elsa Dixon Aboriginal Employment Grant. This Initiative is designed to support Aboriginal people to access employment and career development pathways into the NSW Public Sector and in Closing the Gap.

NSW Department of Education has an exciting opportunity for a skilled and experienced individual to join the LI-ECE Quality Assurance & Regulatory Service team as a Project Officer.

About the role

The role undertakes a range of project research, analysis, reporting, implementation, and administrative activities to support the delivery of projects aligned to directorate priorities. You will work across various teams within the Quality Assurance and Regulatory Services and Statewide Operations Network to support a risk-based and culturally responsive approach to ensuring safe education and care environments for children.

Benefits

- Flexible working arrangements, including -hybrid/work from home arrangements.
- 35 hour working week
- Competitive salary, salary sacrificing, employer's contribution to superannuation and annual leave loading
- Flex Leave entitlements, generous holidays & leave conditions
- Opportunities for advancement and mobility across the Department to support your career growth

About you

We would like to know more about you, about the qualities and strengths that you can bring into the Department. We are looking for someone who has:

- Ability to communicate effectively with stakeholders for updates and issue resolution
- Proficiency in managing tight deadlines, multiple tasks, and shifting priorities
- Proven track record of successful project execution
- 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 of the role

- 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](#)
- Demonstrated understanding of and commitment to the value of public education
- A valid Working With Children Check for paid employment

How to apply

When applying you will need to:

- Submit a cover letter (maximum 2 pages) outlining how you meet the requirements and capabilities of this role
- 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 National Criminal History Check.

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

Closing Date: Sunday 3 December 2023 at 11:59pm

For role enquiries please contact Rochelle Seabury at rochelle.seabury@det.nsw.edu.au

To apply online please visit workfor.nsw.gov.au website and refer to the following keyword: **0000A9WA**

Please note: applications for this recruitment process may be reviewed commencing mid-January 2024.