



Learning Management System Administration Officer, YASMAR – Youth Justice

- **Temporary Full-time up to 12 months**
- **Location: Yasmar Training Centre – Haberfield**
- **Clerk Grade 3/4 Salary (\$79,032 to \$86,539 pa), plus employer's contribution to superannuation and annual leave loading**

The Department of Communities and Justice acknowledges lived experience and how it contributes to the valuable work we do with the community.

We strongly encourage and support applications from people who are of Aboriginal and/or Torres Strait islander descent. While all applications are welcome, once we have determined through merit-based assessment which candidates meet the pre-established standards of the role, preference will be given to the candidate who is also of Aboriginal and/or Torres Strait islander descent.

Your role

This role's primary function is to

- Oversee the day-to-day management of training events within Youth Justice's Learning Management System – eg scheduling events, establishing class lists, recording attendance and completions.
- Provide advice and support to staff around the training calendar, course logistics and attendance.

The role is based at Yasmar Training Centre in Haberfield with the opportunity to balance time in the office with working from home. You will be required to be in the office at least several days a week.

Youth Justice NSW works with Young Offenders in both community and custodial settings with the aim to rehabilitate them and reduce the risk of them reoffending. By doing this we help to build safer communities.

Closing Date: Friday 5 July 2024 at 11:59pm AEST

Contact: Tony Noel via anthony.noel@dcj.nsw.gov.au or (02) 9797 3000.

To apply please visit jobs.dcj.nsw.gov.au and search **67708**