

## Policy Officer – Aboriginal Identified

### Department of Education

**Employment Status:** Full-time ongoing appointment

**Classification:** Clerk Grade 7/8

**Position number and location:** 233145 – Parramatta with flexible work options

**Total remuneration package valued up to:** \$125,657 p.a. (\$101,947 to \$112,879) including employer's contribution to superannuation and annual leave loading.

The Policy Officer (Identified) role supports the development of strategic and regulatory policy and advice for early childhood, ensuring the cultural suitability and relevance of guidance, resources and professional learning with a focus on:

- Developing cultural competency and cultural safety across the Early Childhood Education sector
- Contributing to the goals outlined in the First Steps strategy – the Department's Aboriginal Children's Early Childhood Education Strategy 2021-2025
- Supporting a range of other sector development initiatives

### 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 **pre-screening questions and 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 [website](#). 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](#)

### Pre-screening questions:

1. Can you describe a situation where you had to get co-operation from a person or a group? What did you do to achieve this and what was the result? (Maximum 300 words)
2. Tell us about an Aboriginal specific project that you have worked on in the last 3 years. What was your role in the project, and what was the outcome of the project? (Maximum 300 words)

### 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:

- Aboriginality
- A valid Working with Children Check for paid employment.

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

**Closing Date: 5 October 2022 at 11:59pm**

**For role enquiries please contact** Stacy Parry on 0499 076 088 or email [stacy.parry@det.nsw.edu.au](mailto:stacy.parry@det.nsw.edu.au)

To apply online please visit [iworkfor.nsw.gov.au](http://iworkfor.nsw.gov.au) website and refer to the following keyword: **00009400**