

Project officer – Identified

Department of Education

Employment Status: Full-time ongoing appointment

Classification: Clerk Grade 7/8

Position number and location: 192941–Negotiable

Total remuneration package: Base salary \$101,947 to \$112,849 p.a. plus employer's contribution to superannuation and annual leave loading.

As the **Project Officer**, you will perform project management and support activities to contribute to the development and delivery of a range of projects in line with the Connected Communities strategy.

Your key responsibilities will include:

- Coordinating resources and monitoring project plans to ensure project outcomes are achieved
- Preparing project documentation for reporting, monitoring and evaluation purposes
- Communicating with key stakeholders to facilitate timely exchange of information
- Being the point of contact for the Senior Leader/Leader Community Engagement network which includes the co-ordination of network meetings, advice regarding recruitment processes and facilitation of professional learning and training opportunities

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 kidsguardian.nsw.gov.au/child-safe-organisations/working-with-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](#)

Essential Requirements:

- Hold a valid clearance to work with children (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: 28 October 2022

For role enquiries please contact Caryle York on 0460 016 475.

To apply online please visit iworkfor.nsw.gov.au website and refer to the following keyword: **0000971S**