

# Aboriginal Attendance Officer

## Department of Education

**Employment Status:** Full-time ongoing appointment – 6 positions available

**Classification:** Clerk Grade 7/8

**Position number and location:** Dubbo, Griffith, Bathurst, Adamstown and Moree

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

The Aboriginal Attendance Officer role is to create the connection between Aboriginal students, parents, schools and agencies so the student has the best possible chance of re-engaging in their education with the promise of a better future.

Aboriginal Attendance Officers work strategically to assist schools with meeting agreed attendance targets, and operate as part of the state-wide attendance program to achieve organisational objectives and align with government priorities.

## 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](https://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](#)

## Pre-screening questions:

1. Using your understanding of the local Aboriginal community, describe what methods you would use to engage with the community and bring that understanding into a school setting.
2. How have you ensured that everyone in a group or team has had an opportunity to voice their opinion? Use a workplace example explaining the situation, actions undertaken and outcome.

## Essential Requirements:

- Hold a valid clearance to work with Children (Working with Children Check) for paid employment.
- Current and valid driver's license and an ability and willingness to travel between work sites.
- This role will be required to visit schools for specific purposes (SSPs). Department staff visiting schools for specific purposes (SSPs) in the course of their work will be required to have at least 2 doses of an approved COVID-19 vaccine or hold a valid medical contraindication.

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

**Closing Date: 1 November 2022**

**For role enquiries please contact** Rachael Adlington on 0499 760 292.

To apply online please visit [iworkfor.nsw.gov.au](https://www.workfor.nsw.gov.au) website and refer to the following keyword: **000097M6**