

Administrative Support Officer

Department of Education

Employment Status: Ongoing/Temporary Full-Time

Location: Parramatta/flexible

About the role

- The Policy and Engagement team sits within the Research and Engagement Unit and contributes to a range of programs and activities that impact educational and wellbeing outcomes for Aboriginal students.
- As an Administrative Support Officer, you will provide a range of administrative services to the Policy and Engagement team, including correspondence, records management, finance and purchasing, event coordination, meeting coordination, and customer service.
- The role presents opportunities for initiative and growth in a professional, supportive and friendly environment

Essential requirements of the role

- This position is targeted to the employment of Aboriginal and/or Torres Strait Islander peoples 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](#)
- A valid Working with Children Check for paid employment.

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.

About you

You are an individual who displays excellent communication and interpersonal skills and enjoys working as part of a small team in a progressive, fast paced environment, often within tight timeframes. You exhibit a can-do attitude and show demonstrated administrative support experience to deliver a range of strategic outcomes.

Benefits

- Opportunity to make a difference at Department of Education
- Flexible work-life balance
- Competitive salary
- 35 hour week

How to apply

When applying you will need to:

1. Submit a cover letter (maximum 2 pages) outlining how you meet the requirements and capabilities of this role
2. Attach an up-to-date resume (maximum of 5 pages)

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

A talent pool may be created through this recruitment process. A talent pool is a group of applicants who have been assessed and identified as suitable for this role, and who may be considered for a range of similar roles, including temporary, term or ongoing roles, over the next 18 months.

Closing Date: 19 September 2022 at 11:59pm

For role enquiries please contact Glen Ramsay at glen.ramsay2@det.nsw.edu.au or on (02) 7814 2710.

To apply online please visit iworkfor.nsw.gov.au website and refer to the following keyword: [000093YJ](#)