

## Role Description

## Program Officer

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

19316

Content

Manager No.

19/258714

Work Unit

**Nominated Outdoor/Environmental Education Centre**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**OO4 General Employees (Qld Government Departments) and Other Employees Award – State 2015**

**38 hour week**

### Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Program Officer you will:

- Assist teaching staff in the preparation, instruction and demonstration of activities within outdoor/environmental education programs, including the delivery of instruction to community groups.
- Contribute to the education of students by creating and developing appropriate facilities and resources for use in outdoor/environmental education programs.

The Program Officer reports to the Principal at the nominated centre.

### Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Maintain Outdoor/Environmental Education Centre operational structures, facilities and resources to enable programs to be conducted in a safe, serviceable and hygienic environment.
- Assist with the development, delivery and support of outdoor/environmental programs and activities by supporting the provision, set up and maintenance of equipment and resources and maintaining effective operational administration systems and reporting structures.
- Assist with camps and education programs including delivering practical instruction and demonstration to students, in cooperation with teaching staff.
- Assist with the transport, set up, pull down and maintenance of program activity equipment.
- Undertake emergency and routine maintenance of equipment including minor maintenance and servicing.
- Maintain appropriate administration and record keeping procedures, including ordering of equipment in line with school purchasing policies.



- Assist with communication and marketing of related programs and logistic requirements.
- Establish and maintain effective relationships between the Centre, students and community groups to encourage greater interest and community participation.
- Perform office assistance including answering the telephone, certificate preparation, photocopying and booklet preparation, art work and video filming.
- Supervise any volunteers with groups visiting the centre, including the provision of induction programs and direction.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

#### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

#### **Additional information**

- This role description works in conjunction with the Candidate Information Package.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.
- It would be highly desirable for the incumbent to possess a current driver's licence.
- Possession of, or a willingness to obtain, licences and qualifications appropriate to the effective functioning of the program (depending upon the educational focus and geographical setting of the centre licences required may include one or more of the following: power boat licence, radio operators licence, first aid certificate, commercial coxswains certificate, surf lifesaving bronze medallion, canoeing instructors certificates etc).