

Expression Of Interest

Community Liaison Officer (Generic)

Location	Vincent State School
Classification	AO3 General Employees (Qld Government Departments) and Other Employees Award – State 2015
Job Type	Temporary Part-time: 20-25 hours per week Temporary period from 23/01/2019 until 05/04/2019 unless otherwise determined with a possibility of extension.
Salary Range	AO3 level 1-4 will be determined based on experience <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>
Contact Officer	Mr Damien Tillack
Contact Details	principal@vincentss.eq.edu.au Ph. 47280444
Closing Date	Monday 12 November, 2018

Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Community Liaison Officer you will:

- Assist in the development of Vincent State School and community links, and provision of information and support on education related issues for the facilitation of partnerships in decision making to enhance learning.
- Facilitate suitable consultative mechanisms and procedures to provide a non-threatening environment for effective two way communications between the school and parents/carers and the school community.

The Community Liaison Officer reports to the Principal in relation to administrative issues. Although there are no subordinates reporting to this position, clerical and other assistance may be provided as negotiated with the Principal.

Your role

As the Community Liaison Officer you will have responsibility for the following:

- Develop and implement strategies for effective links between home and school related issues and to encourage greater interest and participation in school activities and programs.
- Facilitate opportunity for raising parental concerns and advocate equity of service provision.
- Promote liaison activities to provide information to parents, the school and its community, and facilitate community development activities to improve relations between the school and its community.
- Act as the contact for parents/carers and the indigenous community to determine relevant issues for improved relationships between the school and its indigenous community.



- Plan and deliver or organise public presentations, and inform and educate parents and community members/groups about educational trends and policies.
- Establish and monitor school and community networks relevant to the position's role.
- Develop and maintain a register of community and classroom helpers and relevant information for parents/carers.
- Assist in recruiting and resourcing of volunteer help, including the coordination of a volunteer program.
- Carry out administrative tasks associated with the position's duties, including clerical duties related to writing and responding to correspondence.
- Contribute to applications made for funding.

How you will be assessed

Submit your application to the Principal with:

- a short cover letter,
- resume with referees, and
- your responses to the five key capabilities below (up to two A4 pages).

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Understanding, or ability to rapidly acquire understanding of the operations of a State School in Queensland and the applicable legislation and policies.

2. Achieves results

Ability to plan, deliver and organise presentations for a diverse client group.

3. Supports productive working relationships

Ability to build and sustain positive relationships, providing prompt and professional service to internal and external clients.

4. Displays personal drive and integrity

Demonstrated ability to organise own work, to work independently and as a team member, to maintain confidentiality, and reliability in meeting commitments.

5. Communicates with influence

Demonstrated interpersonal and communication skills to liaise effectively with a diverse range of people and with representative groups.

An existing or recent connection with the Vincent State School community is desirable as well as an understanding of the current needs of the Vincent State School community.

Additional information

- This is a temporary position. The duration of this position will be dependent on work demands and the availability of ongoing funding.
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with an appropriate current Blue Card from the Public Safety Business Agency (PSBA).
- The successful applicant is required to have a current driver's open licence, their own vehicle and full comprehensive car insurance.
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- The successful applicant may be required to complete a period of probation in accordance with the *Public Service Act 2008*.

- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au

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