



<p><b>Title of Position:</b> Project Officer, Aboriginal Lands District</p> <p><b>Classification Code:</b> Seconded Teacher Level 2 (PC02), Education Act 9 (4) or Children's Services Act 12(1). PSM Act conditions (20 days Recreation Leave).</p> <p><b>Type of appointment:</b>  <input type="checkbox"/> Permanent  <input type="checkbox"/> Temporary  <input checked="" type="checkbox"/> Tenure  <input type="checkbox"/> Other</p> <p><b>Tenure:</b> 27/1/2005 to 23/1/2008</p> <p><b>Reference Number:</b></p>	<p><b>Agency:</b> Department of Education and Children's Services</p> <p><b>Division:</b> Office of Learning and Service Delivery</p> <p><b>Branch:</b> Aboriginal Lands' District Anangu Education Services Folland Avenue, Northfield</p> <p><b>Position Number</b></p> <p><b>Funding Source</b>  State <input checked="" type="checkbox"/>  Commonwealth <input type="checkbox"/>  Other <input type="checkbox"/></p>
<p><b>Eligibility</b> Persons who meet Department of Education and Children's Services requirements and who are employed by the Department as teachers, including contract teachers and temporary relieving teachers, on any day during the period for which applications are being accepted for the position advertised (that is from the date of issue of the circular to the closing date for applications for the position) are eligible to apply for this vacancy.</p>	

**Job and Person Specification Approval**

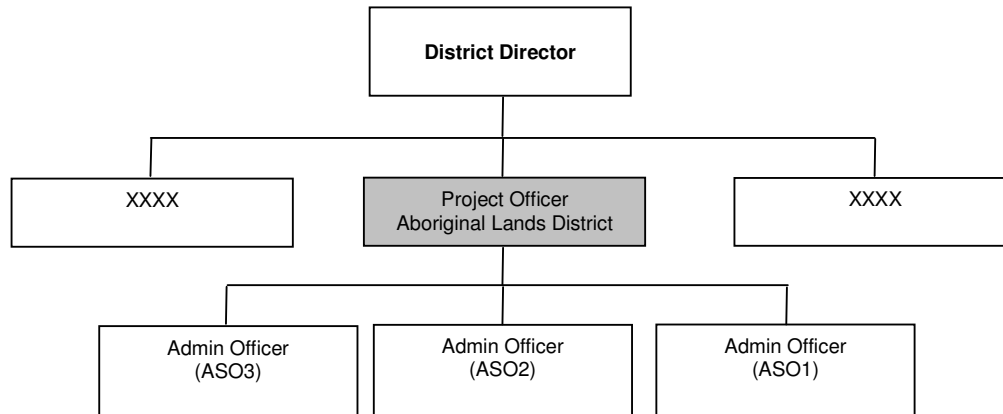
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CEO or Delegate

**JOB SPECIFICATION**

<p>1. Summary of the broad purpose of the position in relation to organisation goals. (Its expected outcome and how it is achieved.)</p> <p>The Project Officer, Aboriginal Lands' District is accountable to the District Director for:</p> <p>1.1 Assisting the effective and efficient operation and outcomes of the Pitjantjatjara Yankunytjatjara Education Committee, Maralinga Tjarutja and District Leaders' Group.</p> <p>1.2 Supporting Principals and site leaders across the District in highly effective and efficient implementation of DECS initiatives and improvement programs.</p> <p>1.3 Providing organisational and high level professional administrative support to the District Schools, Anangu Education Services and District Director.</p> <p>1.4 Ensuring the delivery and maintenance of efficient and effective work practices within the District Office that align with legislative responsibilities in terms of OHS&amp;W and Equal Opportunity.</p>
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2. Reporting/Working Relationships. (To whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation.)

Reporting lines are as follows:



2.1 The Project Officer Aboriginal Lands' District reports to the District Director.

2.2 The Project Officer Aboriginal Lands' District line manages administrative staff based in the Anangu Education Office, Adelaide and works in close collaboration with Principals, Bursars, School administrative staff, Wiltja Secondary and Wiltja Residence and Aboriginal Lands' District project officers.

2.3 The Project Officer Aboriginal Lands' District works in close collaboration with finance and administrative officers of DECS and Commonwealth funding bodies.

2.4 The Project Officer Aboriginal Lands' District works in close collaboration with government and non-government agencies on joint initiatives supporting Aboriginal/Anangu communities.

3. Special Conditions (Such as non-metropolitan location, travel requirements, frequent overtime, etc.)

**Travel:** Intrastate travel as required.

**Current Driver's License:** Current driver's license is required.

**Out-of-hours:** Some out-of-hours work may be required.

**Location:** Aboriginal Lands' District, Anangu Education Services, Northfield

**Performance Targets:** The incumbent will be required to achieve performance targets that are negotiated and mutually agreed with the District Director.

**Conditions:** The Project Officer, Aboriginal Lands' District will work under conditions similar to those of the PSM Act and therefore will be required to work public sector hours. The officer is entitled to equivalent 20 days recreation leave per full year of the contract.

4. Statement of Key Outcomes (Group into major areas of responsibility /activity and list in Descending order of importance)

- 4.1 Assisting the effective and efficient operation and achievement of outcomes of the Pitjantjatjara Yankunytjatjara Education Committee, Maralinga Tjarutja and District Leaders Group.
- Working with leaders to determine and evaluate professional development requirements and initiate appropriate implementation strategies.
  - Developing and maintaining strong communication and networks within and across Children's Services, preschools and schools in the District as well as with State and Commonwealth Government and non-government agencies involved in care and education in the community.
  - Assist in managing the resolution of complex issues.
  - Supporting sites in the development and application of continuous improvement strategies, including effective use of data.
- 4.2 Supporting principals and site leaders across the District in highly effective and efficient implementation of DECS initiatives and improvement programs.
- Assisting the implementation of the DECS improvement and accountability framework and supporting preschools and schools to improve learning outcomes and site effectiveness.
  - Supporting site leaders to implement improvements by providing professional advice and expertise.
  - Evaluating existing approaches to the implementation of curriculum initiatives and improvement programs in District sites and services.
  - Actively participating in statewide professional development, planning and coordination activities led by central office groups.
- 4.3 Provide organisational and high level professional administrative support to the District schools, Anangu Education Services and District Director.
- Providing high quality advice to the District Director and Executive Director, Schools and Children's Services via quality briefing on educational and policy matters affecting the Aboriginal Lands' District.
  - Representing the District Director on projects or at meetings.
  - Implementing effective line management and performance management processes for administrative officers in the District office.
  - Developing, coordinating and implementing budgets, expenditure and reporting processes including monitoring and reporting on all Commonwealth and State funding and human resource allocations.
- 4.4 Ensuring the delivery and maintenance of the efficient and effective work practices within the District and office that align with legislative responsibilities in terms of OHS&W and Equal Opportunity.

5. Authority

Departmental delegations and policies define levels/limits of authority in relation to Finance, Human Resources and Administrative requirements.

6. Position Challenges/Context

This Project Officer, Aboriginal Lands' District will make a significant contribution to achieving the desired outcomes and priorities of the Department and sites within the District. The Project Officer, Aboriginal Lands' District will assist the District Director and other key District staff to contribute to the development of a culture of high performance within all DECS sites and services across the District.

Acknowledged by occupant ..... /...../.....

## **PERSON SPECIFICATION**

**Essential Minimum Requirements** (Those characteristics considered absolutely necessary).

### **Eligibility**

Persons who are registered as teachers or able to be registered teachers who are members of one of the following groups are eligible to apply for this position:

- Permanent DECS employees.
- Persons who are appointed by the Department as teachers, including contract teachers and temporary relieving teachers, on any day during the period for which applications are being accepted for the position advertised (that is from the date of issue of the circular to the closing date for applications for the position) are eligible to apply for this seconded teacher vacancy.
- Other eligible public sector employees as listed in the Notice of Vacancies for the South Australian public sector.

At the conclusion of their appointment, permanent DECS employees will be placed according to the terms of their substantive appointment and the policies in operation at the time. The placement of employees from other public sector organisations will be the responsibility of these organisations.

DECS is an equal opportunity employer.

### **Personal Abilities/Aptitudes/Skills**

- Demonstrated ability to effectively communicate orally and in writing with a diverse range of people.
- Demonstrated ability to plan and achieve outcomes through effective management of time and workload under limited supervision.
- Demonstrated ability to recognise and resolve conflict constructively using techniques that are relevant and appropriate for the situation.
- Demonstrated ability to use data analysis and evaluation skills to assess projects, policies and performance.

### **Experience (including community experience)**

- Experience in effective leadership and management of continuous improvement processes.
- Experience in planning, implementing and evaluating projects to achieve performance outcomes.
- Experience in developing and maintaining effective networks, alliances and operational relationships with internal and external customers and stakeholders.

### **Knowledge**

- Sound knowledge of the learning needs of Aboriginal students.
- Sound knowledge of effective professional development principles and practices.
- Sound knowledge of Departmental policies and legislative requirements relating to Children's Services and public education including OHS&W and Equal Opportunity.

For further information contact:

Mr Richard Costi  
District Director, Aboriginal Lands  
Ph: 8359 4626

Application:

Three (3) copies of your application, addressing the person specification, and a maximum of five (5) pages including curriculum vitae, and the name and contact numbers of three (3) referees (including current line manager), should be sent to:

Mr Richard Costi  
District Director, Aboriginal Lands  
87-101 Folland Avenue  
Northfield 5085

to reach the office no later than 5.00pm on Thursday \_\_\_\_\_ 2004.