OHS Administration Officer, North East Victoria Region

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| Position Title | **OHS Administration Officer**, **North Eastern Victoria Region** | | | | | |
| Group | Employee Safety, Wellbeing and Inclusion Division, People and Executive Services Group | | | | | |
| Region | North Eastern Victoria Region | | | | | |
| Classification | ES1-3 | | Employment Status | Ongoing | FTE | 1.0 |
| Salary Range | $79,589 – $96,780  Note that Salary shown includes 30 days of additional attendance required, as compared to standard Education Support roles under the Victorian Government Schools Agreement 2022. This means the successful candidate will be entitled to four weeks of annual leave, to be taken during periods as agreed with their manager. | | | | | |
| Position reports to | Manager OHS Services, North Eastern Victoria Region | | | | | |
| Location | Glen Waverley Department of Education Regional Office (295 Springvale Road, Glen Waverley VIC) | | | | | |
| POSTION CONTACT | Ian Matthews  Manager OHS Services, North Eastern Victoria Region  [ian.matthews@education.vic.gov.au](mailto:ian.matthews@education.vic.gov.au) | | | | | |
| EEO AND OHS Commitment | | | | | | |
| Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.  The Department of Education is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms - gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see [Workplace adjustment guidelines](https://www2.education.vic.gov.au/pal/disability-and-reasonable-adjustment/overview)).   |  | | --- | | Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islanders from the Koorie Outcomes Division (KOD) via [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au) | | | | | | | |
| Child Safe Standards | | | | | | |
| Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the department's exemplar available at:  <https://www2.education.vic.gov.au/pal/child-safe-standards/policy> | | | | | | |
| DE VALUES | | | | | | |
| The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at:  <https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>  DE Values pictogram. Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights | | | | | | |
| ROLE CONTEXT | | | | | | | |
| **Employee Safety, Wellbeing and Inclusion Division**  The Employee Safety, Wellbeing and Inclusion Division (ESWI Division) vision is to create safe, healthy, respectful and inclusive working environments for Department employees to thrive and succeed.  The ESWI Division performs it functions through teams that span from prevention, through to response and recovery, along with strategy, advice and support, and diversity and inclusion. These teams adopt a holistic approach for supporting the health, safety and wellbeing of our workforce across schools, central and regional offices. This includes Occupational Health and Safety (OHS) and Workers' Compensation policy advice and support, for both physical and mental health and wellbeing, diversity and inclusion initiatives.  The objectives of the ESWI Division are to:   * promote positive wellbeing in working environments * prevent against known and expected risks to health, safety and wellbeing * respond swiftly and effectively to manage potential issues as they emerge and prevent injuries * support employees to recover from injury and illness, and return to work * promote respectful and inclusive workplaces that upholds equal opportunity and prevents discrimination, bullying, harassment and sexual harassment * promotes human rights and workforce diversity and inclusion.   **OHS Implementation Services Branch**  The OHS Implementation Services Branch provides Victorian government schools with systems, resources and expertise to support schools to manage occupational health, safety and wellbeing, with the objective of reducing administrative workload for schools by providing targeted service, support and advice. The Branch includes the operational Statewide OHS Services Team, the OHS Services Statewide Systems and Support Team and the eduSafe Plus Team.  The Statewide OHS Services Team is made up of four regionally based teams that provide on the ground OHS services and support to schools, including:   * support with tasks in preparation for OHS Assurance assessments and with completion of post audit actions. * support with emergency management planning tasks. * proactive regular and risk-based OHS and emergency management planning support through onsite visits * delivery of targeted OHS initiatives. * responsive support to service requests * support with building OHS and emergency management planning capability in school leadership. | | | | | | | |
| ROLE PURPOSE | | | | | | | |
| The OHS Administration Officer sits within the OHS Services Team in the North Eastern Victoria Region. The role provides effective and efficient administrative support to a broader team to enable the delivery of OHS and emergency management services to schools.  The OHS Implementation Services Branch is committed to building a service culture within its teams. In line with this goal, the OHS Administration Officer will have a strong focus on client service and a commitment to ensuring the best possible outcomes for the health, safety and wellbeing of Department staff.  Key responsibilities for this role include:   * providing administrative support to the regional OHS Services Team, including the regional manager, Senior OHS Services Officers and OHS Services Officers in delivering the OHS Implementation Services project to schools. * providing onboarding support to schools in the use of an OHS IT system and assisting schools to use the system. * managing and triaging email correspondence, coordinating meetings and events and providing relevant materials and documents, including agendas and minutes of meetings. * processing financial transactions using existing Department systems. * assisting with implementation of templates and procedures * supporting coordination of schedules and appointments within the team * providing travel and accommodation booking support to the Team using existing Department systems * liaising with stakeholders such as ESWI Division branches, Security and Emergency Management Division and regional emergency management stakeholders, and other departments and agencies * on request, providing administrative support to central and regional emergency management teams to support the rollout of the OHS Implementation Services project.   This role will involve work within regional office locations, including attending the relevant primary office on a regular basis to connect and collaborate with other staff. | | | | | | | |
| KEY accountabilities | | KEY ACTIVITIES | | | | | |
| Administrative support | | * Responsible for providing administrative support to the Leadership Team and the OHS Services Team * Arrange and coordinate meetings including preparing agendas, meeting papers and follow up actions. * Manage schedules and appointments and provide travel and accommodation booking support. * Preparation and processing of documents and correspondence * Providing support to ensure that administrative functions for the regional team are delivered in an efficient and effective manner. * Assist with the development and implementation of templates and procedures | | | | | |
| Procurement responsibilities | | * Uses appropriate purchasing processes that reflect the complexity of the procurement in accordance with department policy. * Anticipates and manages the risk associated with the procurement activity. * Develops procurement category strategy approaches and negotiates with internal stakeholders the opportunities and benefits. * Ensures the appropriate level of analysis is undertaken for a procurement activity and that the appropriate level of approval is sought | | | | | |
| Data and information management | | * Compile and maintain updated information systems and written records e.g. registers and databases. * Gather and record data and keep accurate records as required. * Update the department’s corporate information systems e.g. records management system. * Contribute to projects including reporting, monitoring of budgets and tracking progress | | | | | |
| Meeting and event coordination | | * Arrange office meetings such as booking and preparing venues, agendas, minutes, catering etc. * Coordinate travel arrangements for meeting and event attendees. * Prepare materials and documents for meetings and events | | | | | |
| REQUIRED CAPABILITIES | | | | | | | |
| Knowledge & Skills | | | | | | | |

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| Specialist expertise for Executive & Office Coordination | * Demonstrated experience working in an administrative support role, with an ability to provide quality and effective administrative support in a team environment. * Demonstrated experience in developing and maintaining office systems and procedures. * Excellent customer service skills, with a strong track record in providing client-centric support and services to a corporate team. * Good attention to detail |
| Planning and Organising | * Demonstrated ability to work under pressure, including the ability to prioritise and schedule own work. * Ability to work with minimal guidance and adhere to strict timelines and quality standards. * Identifies more and less critical activities and operates accordingly, reviewing and adjusting as required. * Identifies processes, tasks and resources required to achieve a goal * Develops and implements systems and procedures to guide work and track progress |
| Written Communication | * Excellent document management skills * Prepares documents, emails and reports using clear, concise and grammatically correct language. * Ensures written communications contain necessary information to achieve their purpose. * Uses appropriate templates, styles and formats |
| Advanced Computer Skills | * Advanced MS Office and computing skills with proficiency in a range of office software, including word processing, spreadsheets, database and diary management software. * Assists others with problem solving on word processing and related applications |
| Specialist Procurement Expertise | * Procurement Knowledge – Demonstrated experience working within procurement policies and procedures that align to principles of accountability, scalability, probity and value for money |

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| **Personal Qualities** |

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| Customer Focus | * Actively seeks to meet customer needs. * Committed to delivering high quality outcomes for clients. * Listens to customers. * Seeks ways to improve services |
| Initiative and Accountability | * Proactive and self-starting * Seizes opportunities and acts upon them. * Takes responsibility for own actions. * High level of attention to detail and accountability for the work completed. * Demonstrated ability to identify problems and develop innovative solutions |
| Relationship Building | * Builds trust through consistent actions, values and communication. * Establishes and maintains relationships with people at all levels. * Forges useful partnerships with people across the Department and schools * Minimises surprises. * Promotes harmony and consensus through diplomatic handling of disagreements. * Proven ability to build positive and productive relationships with principals, school leaders and staff in complex areas (or local leaders and staff in other workplaces) |

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| QUALIFICATIONS |
| * Essential: A minimum of two years of professional experience in Office Administration. * Desirable: Relevant qualifications in Business studies – Office Administration. * Desirable: Professional experience and/or knowledge in an Occupational Health and Safety management, Emergency Management planning or Risk Management context. |
| KEY SELECTION CRITERIA |
| 1. 'Public Sector Values' as detailed in Organisational Values section above 2. ‘Specialist Expertise for Executive & Office Coordination' as detailed in the Required Capabilities section above 3. ‘Planning and Organising’ as detailed in the Required Capabilities section above 4. 'Relationship Building' as detailed in the Required Capabilities section above 5. ‘Advanced Computer Skills' as detailed in the Required Capabilities section above |

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| **OTHER RELEVANT INFORMATION** |
| * Applicants should keep a copy of the position description as it cannot be accessed once the job has closed. * Candidates are advised that the key selection criteria must be addressed – please refer to the criteria in your cover letter of no more than 2 pages. Visit http://www.careers.vic.gov.au/vacancies/tips-for-applying for guidelines and tips for applying for government positions and addressing key selection criteria. * The Department of Education is an equal opportunity employer and is committed to diversity. The Department welcomes applicants from a diverse range of backgrounds. It is our policy to provide reasonable adjustments for persons with a disability. For more information about our policy:   + visit http://www.education.vic.gov.au/hrweb/Documents/Disability-Reasonable-Adj-in-Workplace.pdf or   + contact Corporate People Services on (03) 7022 1089.   If you need assistance or adjustments to fully participate in the application or interview process for this role, please contact the person listed under ‘Position Contact’   * Successful applicants are subject to a satisfactory criminal record check prior to employment. New DE employees are required to meet the cost of the criminal record check. * A current employee Working with Children Check Victoria is required for this role. * If appointed from outside DE, successful applicants may be required to complete a pre-employment health declaration. * A probationary period of up to 3 months may apply for a person appointed to an ongoing position from outside the Public Service or the Teaching Service. |
| * All DE employees are required to comply with relevant legislation, including legislation regarding the management of Departmental records, the Code of Conduct for Victorian public sector employees and Departmental policies and procedures in the conduct of their employment. * Standard public service terms and conditions apply. Information about DE's operations and employment conditions can be obtained from the following websites: www.education.vic.gov.au and www.education.vic.gov.au/hrweb. * To support DE's commitment to its Environmental Management System, DE employees are expected to always act in an environmentally responsible manner. * A current driver's licence is mandatory for this role. |

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| **PRIVACY NOTIFICATION** |
| We are collecting your personal information for the purposes of processing and considering your application for employment. We will use and disclose the information we collect from you only for these purposes. Unsuccessful job applications are retained for six (6) months and then securely destroyed. |
| Your personal information is kept secure and confidential and managed in accordance with the Department of Education and Training Information Privacy Policy. If you have any concerns about how your information is being managed or wish to obtain a copy of the Department's Information Privacy Policy, please contact Corporate People Services on 9637 3828 or visit our website http://www.education.vic.gov.au/Pages/privacypolicy.aspx |