

Position Description: Education Services Support Officer

Position Details

Position	Education Services Support Officer
Team	Education Services
Reports to	Education Services Deputy Director
Direct reports	Nil

Position Summary

The Education Services Support Officer will present a professional image of the business and play an essential role in supporting the operational goals of Independent Schools Queensland with a particular focus on supporting the delivery of support and programs across the Education Services Directorate.

The Education Services Support Officer provides high level administrative and project support to the full suite of Education Services program with a special focus on the Student Services and Vocational Education and Training (VET) sub-areas. The position will also be required to provide support more broadly across ISQ when required.

Relationships

Key internal relationships	Education Services, Student Services, Vocational Education Services Advisor, Events and Communications, ICT, School Services
Key external relationships	Department of Education, Queensland Catholic Education Commission, ISQ Member Schools, Department of Trade, Employment and Training, Queensland Curriculum and Assessment Authority.

Responsibilities

The position is responsible for, but not limited to:

1. General support with the delivery of professional learning across the Education Services team including resource development and participant coordination in relation to Programs
2. Developing and managing internal and external Microsoft Teams, Microsoft Team Sites and SharePoint Sites to support Education Services with a focus on Student Services and VET programs

3. Providing support for administrative functions associated with relevant ISQ committees as required
4. Establishing and maintaining rapport with members and other internal and external stakeholders and working collaboratively with other ISQ staff
5. Providing general administrative support across the Education Services directorate with a focus on the Student Services and VET areas
6. Providing information and advice to member schools about state and federal students with disability funding sources and the VET in Schools Program with the support of the Student Services Manager and VET Advisor within the Education Services Team
7. Provide information and advice to member schools about VET funding sources and application processes with the support of the Program Lead in this focus area
8. Managing and complying with record retention, disposal policies, and processes
9. Providing support for Independent Schools Queensland's accountabilities to Government, associated with the Queensland Government Students with Disability Program and VET in Schools Program
10. Coordinating deliverables under the Commonwealth National Student Wellbeing Program and Queensland Chaplaincy and Student Wellbeing Officer Program
11. Providing support for activities and initiatives under the VET in Schools Program.
12. Other duties as directed from time to time, including cover for reception as necessary.

Requirements

Knowledge and experience	<ul style="list-style-type: none"> • Experience in supporting complex projects and competing priorities, as well as meeting specified timelines • Experience in funding allocation and distribution across a large organisation is desirable but not mandatory
Qualifications and licenses	<ul style="list-style-type: none"> • Nil
Skills and attributes	<ul style="list-style-type: none"> • Excellent written and verbal communication skills and the ability to work with high-level and diverse stakeholders internally and externally • A general interest in education particularly supporting schools through the delivery of Programs and allocation of funding • Skills and experience with databases, SharePoint, Teams, Microsoft Project and other Office 365 applications are highly desirable. • Positive, proactive, and collaborative team member, willing and able to work independently and as part of a team



	<ul style="list-style-type: none">• Willingness to learn new processes particularly in relation to funding allocation and support Program Leads across the Education Services team• Outstanding attention to detail and highly organised with the ability to negotiate and manage competing priorities.• Interest in and willingness to learn the details and complexities of the Education Sector and find ways to incorporate AI into workstreams to create efficiencies• Willingness to support large events• Ability to identify efficiencies in processes and implement them
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APPROVED BY: CEO

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