

# Role Description

# Enrolments Officer (Generic)

## 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.	24599	Content Manager No.	21/547794
Work Unit	<b>Nominated School</b> <b>Nominated Region</b> <b>School and Regional Operations and Performance Division</b>		
Location	<b>Various locations throughout the State</b>		
Classification	<b>AO3 Qld Public Service Officers and Other Employees Award - State 2015</b> <b>36 ¼ hour week</b>		
Job Type	<b>Permanent / Temporary / Full-time / Part-time</b> <b>Temporary period until XXXX unless otherwise determined</b>		
Salary Range	<b>per annum</b> Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

## Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, capable people delivering our vision. 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 Enrolments Officer you will:

- Supervise the daily operations of the school's enrolment unit to provide a full enrolment service to the school.
- Assist in the development and maintenance of enrolment policies, electronic systems and databases that support the enrolment process.

The Enrolments Officer reports to the Business Manager, or their delegate.

## Your role

Responsibilities include:

- Oversee day to day operations of enrolments and provide enrolment management policy advice.
- Maintain student administration systems for the purposes of reviewing student enrolment data, and producing and distributing statistical data.
- Assist the Business Manager in undertaking statistical analysis and advisory activities to ensure business continuity in the event of student absences.
- Consult with the Business Manager on a regular basis in relation to enrolment data, policies and enquiries.
- Manage information on enrolment on the website.
- Contribute to projects that renew enrolment policies, systems and procedures.
- Coordinate enrolment interviews for the Principal, prepare enrolment documentation, and coordinate and assist with enrolment activities for new students.



- Facilitate the maintenance of student information records, including population of the school timetable and associated databases.
- Ensure that student files and other official records are kept up to date.

#### **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.