

Role Description

Unit Support Officer

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.

19744

Content

Manager No.

14/168041

Work Unit

Outdoor and Environmental Education centre

Nominated Regions

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

OO3 General Employees (Qld Government Departments) and Other Employees Award – State 2015

38 hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. 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

Your opportunity

As the Unit Support Officer, you will:

- Contribute to the education of students by creating and developing appropriate facilities and physical resources for use in outdoor and environmental education programs.
- Maintain centre facilities and physical resources to enable programs to be conducted in a safe, serviceable and hygienic environment.

The Unit Support Officer reports to the Principal of the centre.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Maintain centre grounds and facilities, undertake improvement activities, effect maintenance and adjustment to plant and equipment required for the normal functioning of the centre, assist teachers, instructors in delivery of outdoor and environmental education programs, and maintain the centre's buildings, equipment and surroundings to a safe and healthy condition.
- Under the supervision of qualified teaching personnel assist in the instruction and demonstration of components of outdoor and environmental education programs.
- Emergency and routine maintenance of equipment including minor maintenance and servicing of machinery, scientific and audio visual equipment, gas equipment, camping and recreational equipment, cooking equipment and tools.
- Emergency and routine maintenance of facilities including regular maintenance of grease traps, water softener, water bores and pumps, hot water and septic systems, cleaning of incinerators, stoves and fireplaces, and garbage removal, cleaning of roofs, guttering and underneath buildings, maintenance of taps, light bulbs and tubes, and clogged pipes, regular testing of fire hoses and pumps.



- Grounds maintenance and improvement including regular mowing and brush cutting of grounds, approaches and transpiration areas, removal of weeds and grass around buildings, paths, posts and other fixtures, maintenance of garden areas, development and maintenance of trails and firebreaks, rubbish removal and recycling.
- Assistance with camps and education programs including deliver practical instruction and demonstration to students, under the supervision of qualified teaching personnel, assist with the erection and dismantling of tents, drying and storage of tents and associated camping gear, maintain firewood supplies, hose and clean trailers, outboard motors, boats and canoes, prop construction, monitor consumables and make purchase recommendations to the principal.
- Plant nursery maintenance including development of regeneration programs, planning and development of natural learning areas, propagation and potting, management of stocks, planting seedlings, applying chemical and natural fertilisers.
- Office assistance including answering the telephone, certificate preparation, photocopying and booklet preparation, art work and video filming.

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.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.
- Possession of or a willingness to obtain licences appropriate to the effective functioning of the centre (dependent upon the educational focus and geographical setting of the centre, licences required may include one or more of the following: current C class driver's licence, first aid certificate, marine licence, marine radio licence and commercial coxswains certificate).