

Department of Education

STATEMENT OF DUTIES – January 2016

Title	Centre Assistant
Number	Generic
Division	Learning
Branch	Specified Learning Services
Section	Specified Child and Family Centre
Sub-Section/Unit/School	N/A
Supervisor	Centre Leader
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 2
Employment Conditions	Permanent or fixed-term, full or part-time, up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	As Specified

The Role

Provide assistance to the Child and Family Centre (CFC) team with operational and administrative tasks and support the learning, health and wellbeing of children and their families who attend the CFC.

Level of Responsibility/ Direction and Supervision

Responsible for the efficient completion of tasks as directed. May assist staff in supporting the physical and emotional well-being of children and their families. General supervision of tasks is provided. Closer direction is received on specific or new tasks as well as some guidance on how they should be carried out.

The department has a range of delegations in operational areas including Finance, Human Resources and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with any specified limitations.

Primary Duties

1. Assist the team with a range of routine tasks to support children and families. These may include, but are not limited to:
 - Welcoming families and service providers to the Centre
 - Set up play space and learning environments
 - Provide support related to Early Learning sessions
2. Build positive relations with clients and provide guidance and assistance in using a range of services within the Centre.
3. Assist, as directed, with the supervision related to activities and programs for children and their families.
4. Provide administrative assistance to the team, including but not limited to word processing, basic data processing, laminating, photocopying and printing.
5. Prepare resources and other materials to support activities and teaching and learning programs including supporting the implementation of individual and group educational programs.
6. Maintain high standards of hygiene in the handling, preparation, serving and storage of food.
7. Ensure appropriate standards of cleaning and maintenance are achieved with play equipment and kitchen utensils and equipment.
8. Maintain stores and equipment.
9. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated role and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Proven effective communication and interpersonal skills with both adults and children.
2. Proven capacity to work as part of a team and be adaptable and flexible.
3. Proven administrative and organisational skills and a capacity to act independently within established guidelines, using initiative, discretion and sound judgement.

4. A good standard of numeracy and literacy, including digital literacy, with personal skills of accuracy, precision and creativity.
5. Knowledge, or the ability to acquire knowledge, of the Early Years Learning Framework.
6. An understanding of general health and safety requirements.

Requirements

- Essential**
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
 - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Desirable**
- Tertiary qualifications and/or experience in child care, community service, health and/or education support.

Working within the Department of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government's priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First: Every Learner, Every Day Strategic Plan*, and the *Libraries Tasmania Strategy*.

Our Commitment	Together we inspire and support all learners to succeed as connected, resilient, creative and curious thinkers.
Our Values	Aspiration, Respect, Courage and Growth.
Our Goals	Access, Participation and Engagement; Early Learning; Wellbeing; Literacy and Numeracy.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that inspires and supports all learners to succeed as connected, resilient, creative and curious thinkers.

Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

The Department of Education is committed to providing a safe workplace for all employees and has zero tolerance to all forms of violence.

State Government workplaces and vehicles are non smoking environments.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified Child and Family Centre.

HR Office use only:

APPROVED BY HRM DELEGATE: 964915 – Manager Vacancy and Staffing Services – January 2016

VEM:

Date Duties and Selection Criteria Last Reviewed: 11/16 KJC
