

# Administration Officer – Education International

## STATEMENT OF DUTIES

JANUARY 2025

Number	979425
Portfolio	Development and Support
Branch	Education International
Section/Unit/School	N/A
Supervisor	Associate Director
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 3
Employment Conditions	Fixed-term, Full-time/Part-time 73.5 hours per fortnight 52 weeks per year, including 4 weeks annual leave
Location	South

## Context

Education International (EI) manages international programs in State Schools and administration of the Temporary Resident Program (TRP), which supports temporary resident enrolment. EI also enables learning opportunities and programs aligned to the Australian Curriculum that increase the intercultural understanding of learners and educators in DECYP schools. EI is responsible for recruiting, enrolling, and managing the welfare of fee-paying international students in Tasmanian Government schools. This includes the compliance and safeguarding responsibilities related to international students, including accommodation programs.

## Primary Purpose

Provide confidential high-level clerical and administrative support to the Education International management team and its members. Contribute to the efficient operation of Education International and the related client-facing services.

## Level of Responsibility/Direction and Supervision

The Administration Officer works under the general direction of the nominated supervisor to provide accurate and effective administrative support to the Education International management team.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) 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 a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

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1. Provide comprehensive administrative and financial support by undertaking data entry, operating and maintaining systems that relate to international student and TRP programs, applications and approvals.
2. Assist with the flow and management of information within the Education International office and broader branch, ensuring the effective flow of documentation including student records and the investigation and timely preparation of correspondence and reports.
3. Prepare background papers and files for the senior team's appointments, and prepare agendas, meeting minutes, and collate background/briefing material.
4. Complete a range of diverse tasks, including diary management for the Associate Director, the management of responses via central email accounts, undertaking financial transactions, venue bookings, visitor reception and ordering office supplies.
5. Assist with the organisation of student activities and professional learning events by arranging travel, booking accommodation and creating itineraries.

6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

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

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1. Demonstrated experience working within an office administration/clerical type role, with proven organisation and diary management skills.
2. Proven capacity to work under pressure with the ability to determine work priorities and manage varying workloads with general supervision.
3. Well-developed interpersonal skills, coupled with the ability to work in a small team, and communicate effectively with stakeholders across all levels.
4. Demonstrated negotiation and liaison skills, with the capacity to exercise sound initiative, flexibility and judgement whilst undertaking independent tasks, and maintain high levels of confidentiality and discretion.
5. Proven computer literacy in the use of the Microsoft suite and other departmental information management systems.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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### **Essential**

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

### **Desirable**

- Drivers licence

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- Ability to speak an additional language other than English.

## Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department 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 DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY PSS DELEGATE:** 520040, Manager – Recruitment Operations – DATE

Request:

Date Duties and Selection Criteria Last Reviewed: insert month/year and initial e.g. 05/17 PMG

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