

JRN: #

Closing date:

RETURN APPLICATIONS TO:

Applicants are encouraged to apply online at smart job and careers website by clicking on the 'Apply Online' button that appears on the home page. Applicants are able to refresh/resubmit their applications at anytime whilst the position remains advertised. Alternatively applications may be posted to: Vacancy Processing Officer, Department of Education, Training and the Arts, PO Box 15033, City East, Q, 4002.

FURTHER ENQUIRIES:

NOTES:

Applications will remain current for 12 months.



POSITION DESCRIPTION

Position Title:	Senior Computer Assistant (Generic)
TSS Position Title:	Senior Computer Assistant
Work Unit:	State Schools/State High School/Special Schools or other education institution
Location:	Throughout the state
Classification:	OO4 (Other Than Public Servants Award) (38 hours per week)
JEMS Review Date:	July 2004
PD Approved:	October 2007

DEPARTMENT OF EDUCATION, TRAINING AND THE ARTS

The Department has a dual focus of delivering quality education services to all Queensland school students and to provide advisory and advocacy services for arts and cultural development in Queensland.

The Department's vision for education is to ensure that all Queensland students become active citizens in a learning society – the Smart State. The central purpose of education in Queensland is to create a safe, tolerant and disciplined environment within which young people prepare to be active and reflective Australian citizens with a disposition to life long learning. The Department provides quality education services to all state school students through the auspices of Education Queensland.

The Department's vision for training is to help Queenslanders develop the skills they need for employment, and builds the social and economic capacity of communities and businesses. The Department's vision is for all Queenslanders to excel in learning, skills development and work, for the benefit of themselves, their communities and the Queensland economy.

The Department's vision for arts is for a Creative Queensland. Its mission is to achieve this by working with partners to create a cultural environment that maximises quality of life, social equity and economic independence in Queensland.

WORK ENVIRONMENT

Schools perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

To assist in achieving the mission outcomes there has been a substantial monetary investment in computing facilities by both the department and the school community. By servicing equipment and providing advice on efficient and effective usage of computer facilities the Senior Computing Assistant will contribute to enhanced student learning opportunities and free up teaching staff to provide more teaching time. The incumbent will also implement measures for correct and safe operation of the equipment.

ROLE OF THE SENIOR COMPUTER ASSISTANT

- ◆ Undertake maintenance and repair services.
- ◆ Assist in managing the operations of equipment.
- ◆ Provide advice on the use of software to maximise the potential of computing technology in schools.

REPORTING RELATIONSHIPS

The Senior Computer Assistant will report to the Head of Department - Technology, who will provide direction and oversee the role of this position. No staff report to the Senior Computer Assistant position.

MAJOR RESPONSIBILITIES

- ◆ Undertake preventative maintenance and routine repairs of all computers and associated equipment throughout the school.
- ◆ Install new equipment and software, and advise on options for enhancements.
- ◆ Provide technical advice and support to teaching and office staff, and to students to resolve problems associated with school computer facilities.
- ◆ Provide technical input and assist in decisions regarding network computers and associated equipment; access to software and their full application; inclusion of computer resources in developing learning and individual programs; selection and purchase of appropriate equipment and compatible software.
- ◆ Assist in the development, maintenance and operations of the school's computerised administrative systems and information databases.
- ◆ Provide information and advice on appropriateness of currently available software and on trends and changes in technology applicable to the school's computer facilities.
- ◆ Develop and oversee procedures and guidelines for the correct and safe operation of computing equipment.

SELECTION CRITERIA

Your application for this position should take into consideration the selection criteria listed below. The key indicators and actions for each criterion, as determined by the panel, will be used to assess your merit and suitability for the role.

- SC1** Demonstrated skill in the operation, installation, maintenance and routine repair of a range of information technology equipment.
- SC2** Ability to work as part of a team, and demonstrated reliability in organising individual workloads to meet deadlines and commitments.
- SC3** Demonstrated ability to resolve problems, and to provide sound advice on purchase and enhancement options for computing hardware and software products to satisfy client needs.
- SC4** Demonstrated ability to develop and implement procedures and guidelines for correct and safe use of computing equipment.

ADDITIONAL FACTORS

- ◆ The Commission for Children and Young People and Child Guardian Act 2000 requires the preferred applicant to be subject to a "working with children check" as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: <http://www.childcomm.qld.gov.au/>
- ◆ Confirmation of employment is conditional upon the preferred applicant being issued with a *Suitability Card* from the Commission for Children and Young People and Child Guardian.
- ◆ The Department of Education, Training and the Arts is committed to inclusive workplaces where diversity is valued, and to fair and equitable treatment of all current and prospective employees.
- ◆ A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- ◆ The appointee to this position may be required to complete a period of probation in accordance with Section 73 of the *Public Service Act 1996*. A person not already a Queensland Public Servant who is appointed as an officer on tenure will be subject to the satisfactory completion of a probationary period of 8 months. General (non-tenured) employees will be subject to the satisfactory completion of a probationary period of 3 months.
- ◆ For further information refer to the Department of Education, Training and the Arts' Applicant Information Bulletin (available through www.smartjobs.qld.gov.au and searching on a specific Job Reference Number).