

Position Description

Position Title:	Correspondence Support Officer	Position No.:	
Department:	Corporate	Grade:	1
Reports to:	Manager, Planning & Gov.	Salary Band:	\$45-60k (+ 9% Super)
Location:	Sydney - CBD	Duration of Contract:	

Position Overview

This position provides broad ranging administrative support for the Office of ACARA with a particular focus on supporting correspondence processes. Key duties include data entry, performing mail merges, tracking and managing documents, filing, printing and dissemination of documents, preparation of emails and other general administrative services.

Organisation Overview

The Australian Curriculum, Assessment and Reporting Authority (ACARA) is a new independent statutory authority of the Australian Parliament. Its functions include:

- Developing a national K-12 curriculum, including content of the curriculum and achievement standards, for subjects specified in its Charter.
- Developing and administering national assessments, both assessments in literacy and numeracy for the full cohorts of students in Years 3, 5, 7 and 9 and a cycle of sample-based assessments (currently in science, civics and citizenship, and ICT competence).
- Collecting, managing and analysing student achievement and other data and reporting on school and system performance.
- Facilitating information sharing arrangements between Australian and State and Territory government bodies in relation to the collection, management and analysis of school data.
- Providing school curriculum resource services, educational research services and other related services.
- Providing information, resources, support and guidance to the teaching profession.

ACARA is taking over work already under way under the auspices of a range of separate bodies.

Specific Duties/Functions and Responsibilities

The position holder will:

- Provide administrative support for correspondence, including saving, logging and tracking of correspondence items.
- Undertake data entry, scanning and logging of files.
- Perform mail merges and coordinate electronic mail-outs.
- Prepare basic statistical reports.
- Arrange for printing and dissemination of documents.
- Undertake hard copy and electronic filing in line with ACARA's information management.
- Other duties as requested, including photocopying, catering and set-up for meetings, etc.
- Offer support to staff for the maintenance of office equipment, e.g. photocopier/printer/fax.
- Comply with OHS instructions, policies and procedures and conduct their work in a safe manner.

Skills and Experience and Knowledge (Key Selection Criteria)

- Ability to work autonomously and within a team
- Appropriate information technology skills and experience, especially in the use of Microsoft Office (Word, Excel, PowerPoint) and web-based technologies, with excellent Outlook and Adobe Acrobat skills.
- Excellent verbal and good written communication skills, and an ability to work flexibly in a small team
- Excellent interpersonal skills
- Good office administration skills and experience
- Demonstrated initiative and time-management skills with attention to detail
- Strong customer focus approach
- Professional approach to high level members of staff, and Board members
- Ability to work to tight timelines.

Dimensions of the role

Number of direct reports- Nil

Number of direct and indirect reports- Nil

Financial delegations- Nil

HR Delegations-

Nil

Important Relationships

Internal:

- ACARA Staff

External:

- Key stakeholders

Approved:		Date:	
Signed:			