



Executive Officer – Education (NCCD Coordinator)

Queensland Catholic Education Commission

Contract Position (Full or Part Time, 9 months)

Salary: \$108,603 to \$120,669 + 9.5% superannuation

Coordinator Nationally Consistent Collection of Data on students with disability (NCCD)

Applications are invited for a temporary contract position as Coordinator: Nationally Consistent Collection of Data on students with disability (NCCD). The position will commence in March 2018 and complete at the end of the school year. The role will support the QCEC and Catholic School Authorities in helping schools to apply rigorous and consistent processes in the data collection.

Key responsibilities will be to coordinate and provide schools with targeted professional development, resources and advice.

The role will be located in Brisbane and will support schools across the state as needed.

Conditions

The role is classified at PAO Level 5 and is a 9 month contract position. Conditions may be negotiable around full time, part time or term time employment.

QCEC is open to filling this position through secondment arrangements for a suitably qualified applicant and would negotiate appropriate arrangements, including period of secondment, with the Catholic school authority.

Selection criteria

- demonstrated experience in a school or school authority with involvement in NCCD training and/or experience in the role of NCCD Coordinator
- excellent communication skills (verbal and written) and experience in facilitation in face to face and online contexts

- an understanding of education for students with disability and processes for student support
- an ability to work proactively and to provide timely support and guidance to Catholic School Authorities and schools.

Applications

In your application you are asked to address the above selection criteria, provide a brief curriculum vitae and include the names and contact details of two recent referees including your current employer. Please note: References will be checked with current and previous employers.

Applications close at 5.00pm on Monday 19 February 2018.

Applications should be addressed to:

Mandy Anderson
Director Education

By Email hr-education@qcec.catholic.edu.au