

POSITION OVERVIEW

Position Title: Executive Officer – Education (NCCD Coordinator)

Organisational Unit: Education

Supervisor: Director Education

Classification: Level 5 Professional and Administration Officers
Scale, \$108,603 - \$120,669K (as at 1 July 2017) plus
superannuation and annual leave loading

Employment type: Full-time or part-time fixed term 9 months

Applicant information:

Your application must include:

- Covering Letter - Maximum of three A4 typed pages addressing the selection criteria
- Curriculum Vitae - structured to clearly outline your work experience, educational qualifications and relevant skills
- References – please include details of at least two professional referees including your current employer. Please note: References will be checked with current and previous employers.

Date Developed/Review: 24 January 2018