

## POSITION OVERVIEW

**Position Title:** Executive Officer - Education

**Organisational Unit:** Education

**Supervisor:** Director Education

**Classification:** Level 5 or 6, Professional and Administration Officers Scale, \$108,603 - \$120,669 or \$122,650-\$136,276K (as at 1 July, 2017) plus superannuation and annual leave loading, dependent on qualifications and experience

**Employment type:** Full-time fixed term 12 months

**Applicant information:**

Your application must include:

- Covering Letter - Maximum of three A4 typed pages addressing the key responsibilities of the role
- Curriculum Vitae/Resume - the Resume should be 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