

Position Description

Position Title:	Project Officer
Job Type:	0.6 FTE part-time; fixed term (24 months)
Salary Range:	\$46,091 to \$51,029 plus superannuation (for 0.6 FTE)
Location:	NCS Offices Suite 201, 134-136 Cambridge Street, Collingwood VIC 3066
Manager:	Executive Director

About us

National Curriculum Services Pty Ltd (NCS) is a company that has been in operation for over 40 years and is wholly owned by the Victorian Commercial Teachers Association (VCTA). The VCTA is an independent not-for-profit membership organisation and registered charity under the Australian Charities and Not-for-profits Commission (ACNC), dedicated to providing leadership, support services, programs, and resources to its members and other educators.

Both the VCTA and NCS exist to provide high quality educational services that support educators and improve outcomes for students.

NCS is a free-standing entity operating in the following areas –

- School review and improvement
- Assessment in relation to compliance with Minimum Standards for school registration
- Project Management
- Design and delivery of professional learning
- Preparation and production of curriculum materials/resources
- Educational Research
- Conference design and management

Our major clients include the Australian Government, State Government department/agencies and other education jurisdictions

The strategic goals that provide guidance to the NCS review and improvement team are:

1. To deliver highly valued diagnostic school review and improvement services.
2. To add value to each school's development of a new strategic plan.
3. To contribute to improved learning and wellbeing outcomes for all students.

The NCS and VCTA is a well-established and financially stable organisations, respected and trusted by its members, clients, consultants and other stakeholders

What are we looking for?

We are looking for an organised Project Officer who is eager to provide administrative support to ensure the successful delivery of projects undertaken by NCS including school reviews, education programs and conference management services.

You will be a strong team player with friendly, effective communication skills, efficient administrative skills, an eye for detail, and a great client-focussed approach in your interactions with our consultants, contractors, clients and other stakeholders. You will work closely with the NCS leadership team to ensure that all NCS project contractual arrangements are met to a high standard.

Main Duties/Responsibilities

- Administrative support of NCS projects
- Maintaining accurate records and tracking of NCS projects progress, including regular reporting to leadership
- Undertaking quality assurance (QA) of reports to ensure they meet style guide and contractual requirements
- Manage NCS email inbox and phone queries
- Support the Accountant with the financial recording of invoices from consultants/suppliers and appropriate invoicing of clients
- Onsite support for face-to-face NCS and VCTA events which may involve light to moderate physical tasks
- Website content maintenance for NCS and related projects
- Support NCS and its projects' social media communications, including advocacy and promotion,

This role may involve other duties as required.

Skills and Experience

- You will be suitably qualified and experienced to undertake this role.
- You will:
 - have intermediate to advanced computer skills to be able to use a range of relevant software applications to their full potential
 - have excellent verbal and written communication skills
 - be proactive, organised and able to meet deadlines
 - develop and implement systems and procedures to guide work and track progress
 - use appropriate style and formats when preparing and reviewing documents
 - use analytical and conceptual skills to reason through problems
 - be committed to delivering high quality outcomes for clients
 - have a demonstrated ability to work collaboratively and consultatively as a team member
 - demonstrate a commitment to continuous improvement and innovation

Working at the NCS

NCS, as part of the VCTA, is a strength-based organisation focused on developing its staff and cultivating an environment that supports both professional and personal growth. Our working environment is busy, friendly, and welcoming. Though we are a small team, we work hard for our members, clients and stakeholders, offering strong support to each other while staying fully committed to the organisation's purpose and vision.

Standard hours of work are weekdays from 9.00am to 5.00pm; however, Flexible Working Arrangements can be requested. All staff are expected to attend major VCTA and/or NCS events, some of which occur outside standard office hours, with appropriate notice.

NCS offers the opportunity to work in a hybrid model, combining office-based and working-from-home arrangements. The arrangement for each staff member will be determined based on a combination of their preferences and the needs of both the role and the organisation. Given we are a small team, most days will be office-based to ensure we can support one another and provide excellent service to our clients, consultants and other stakeholders. The VCTA and NCS currently has 3 allocated parking spots, shared on a roster for staff when attending the office.

All NCS staff are required to have a current *Working with Children Check* and *National Police Check*.

NCS is an equal opportunity employer committed to diversity. We welcome applicants from a range of backgrounds, including differences in age, gender, culture, physical ability, and neurodiversity.

The appointment is subject to a 6-month probation period from the commencement of employment.

Should either the employee or employer wish to terminate employment, a minimum of one month's notice is required.