

Future Footprints Program Administrative Support Officer

AISWA is seeking the services of a 0.4 FTE Administrative Support Officer to support the AISWA Future Footprints Program. This position will incorporate instances or work being required outside normal office hours to attend program events so some flexibility is required.

Major Responsibilities may include, but are not limited to:

- Assist AISWA Future Footprints staff with administrative requirements including travel and accommodation requirements, event planning and recording minutes of meetings.
- Other general administration duties as required.

Selection Criteria:

- Attention to detail
- Strong organisational skills
- Excellent oral and written communication skills
- Skill in using and maintaining databases
- Proficient with Microsoft Office software – Intermediate to advanced level in:
 - Word
 - Publisher
 - Excel
- Ability to maintain strict confidentiality
- Ability to work independently and as part of a team
- Current 'C' Class driver's license with access to a vehicle for use as required

Requirements:

- Working with Children Check (WWCC)
- Current Police Clearance

For further information, please contact Roni Forrest at rforrest@ais.wa.edu.au or (08) 9441 1647.

Applications should be marked 'Private and Confidential', include a cover letter that addresses each of the selection criteria, a two-page curriculum vitae and copies of current Working With Children Check and Police Clearance.

Applications should be forwarded to rforrest@ais.wa.edu.au by 4.00 pm, Wednesday, 13 February 2019.

Employment Information Collection Notice

1. In applying for this position you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, or by phoning (08) 9441 1600.
2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.
3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. The AISWA Privacy Policy can be viewed via:
<http://www.ais.wa.edu.au/scripts/privacy.cfm>
4. We will not disclose this information to a third party without your written consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.