EXPRESSIONS OF INTEREST
TEMPORARY COMMUNITY LIAISON OFFICER AO3
(PACIFIC ISLANDER)
REDBANK PLAINS SHS

Expressions of Interest are invited for the position of Temporary Community Liaison Officer at Redbank Plains State High School, starting Monday 16 January 2017 until 23 June 2017 with possibility of extension. The position is 5 days a week, 7 hours per day plus ADO.

The Role
As a Community Liaison Officer you will have responsibility for leading the following activities and delivery of the following key tasks:

- Develop and implement strategies for effective links between home and school related issues and to encourage greater interest and participation in school activities and programs
- Facilitate opportunity for raising parental concerns and advocate equity of service provision.
- Promote liaison activities to provide information to parents, the school and its community, and facilitate community development activities to improve relations between the school and its community.
- Act as the contact for parents/carers and the indigenous community to determine relevant issues for improved relationships between the school and its indigenous community.
- Plan and deliver or organise public presentations, and inform and educate parents and community members/groups about educational trends and policies.
- Establish and monitor school community networks relevant to the position’s role.
- Assist in recruiting and resourcing of volunteer help, including the coordination of a volunteer program.
- Carry out administrative tasks associated with the position’s duties, including clerical duties related to writing and responding to correspondence.

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. **Supports strategic direction**
   Understanding, or ability to rapidly acquire understanding of the operations of a State School in Queensland and the applicable legislation and policies.

2. **Achieves results**
   Ability to plan, deliver and organise presentations for a diverse client group.

3. **Supports productive working relationships**
   Ability to build and sustain positive relationships, providing prompt and professional service to internal and external clients.

4. **Displays personal drive and integrity**
   Demonstrated ability to organise own work, to work independently and as a team member, to maintain confidentiality, and reliability in meeting commitments.

5. **Communicates with influence**
   Demonstrated interpersonal and communication skills to liaise effectively with a diverse range of persons and representative groups.

Expressions of interest should be submitted by COB Friday 25th November via email to Margaret Kerswell (Principal), principal@redbplaishs.eq.edu.au Applications should include selection criteria(no more than two pages), CV (with contact details of two referees, one being your current supervisor).