

Education Today

Victorian government
careers in education
and early childhood
development

Every
child,
every
opportunity



Victorian government careers in education and early childhood development

More than you'd imagine – there are plenty of challenging, exciting and rewarding careers with the Victorian Government. You don't need to be a teacher or work in a school to play a vital role in Victoria's education system. Education is more than teaching.

Take the first step toward a career in education today. To check vacancies or apply online go to www.careers.vic.gov.au

Challenging

Take the challenge and put your skills to work supporting Victoria's top class education system.

Exciting

Extend your professional horizons with diverse and dynamic roles in areas such as communications and marketing and policy development.

Rewarding

Be part of the system that is making a difference and shaping young lives.



Pursue a fulfilling education career in anything from project management to Information Technology and be part of the system that is making a difference and shaping young lives.

Our top class education system relies on dedicated and talented officers in the Department of Education and Early Childhood Development who work in areas as diverse as human resources, finances and accounting and policy.

These challenging and multi-faceted roles offer all the benefits of merit-based career advancement, competitive salaries, a family-friendly environment, flexible work hours and comprehensive leave entitlements, as well as the opportunity to support Victoria's top class education system.

Policy Officer – solutions that work

While governments decide what public institutions will do, policy officers work out how. Policy officers working in the Victorian Public Service research, assess and advise on the environmental, social and economic implications of a wide range of policy solutions.

Policy officers may have tertiary qualifications in areas including business, humanities, statistics, law or economics. Their work may include:

- Researching social, economic and industrial trends and programs and services provided
- Investigating client expectations of government programs
- Assessing the financial implications and fairness of policies
- Developing and analysing policy and options.

Project Management – on time and on budget

Every year the government undertakes major projects ranging from building new schools to commissioning new software systems. Rigorous project management ensures that taxpayers' money is well spent and that these projects are delivered on time and on budget, benefiting students, schools and communities.

Victorian government project managers often have tertiary qualifications in business, project management and commerce. Their work may include:

- Interpreting plans and estimating costs and quantities of materials
- Coordinating the supply of labour and materials
- Controlling the preparation of cost estimates
- Documenting contract bids and controlling payment to subcontractors.

Strategic Research and Policy Development – getting the facts

A solid factual base is the bedrock of good government policy. Strategic research and policy development officers help the Department assess the social, environmental and economic impacts of policies and programs.

Strategic Research and Policy Development officers often have a degree. They plan and conduct research in a wide variety of areas, undertaking projects including:

- Researching from sources including the internet, journals and publications
- Consulting with special interest groups and other organisations or members of the public
- Documenting their research for statistical or publication purposes
- Collecting and analysing data or samples for scientific study.

Communications and Marketing – getting the message out

Government programs and services are only effective if people are aware of them and know how to use them. Communications and marketing officers plan and deliver strategic communications activities to promote and explain government activities.

They may have a degree in marketing, media or communications and are involved in:

- Researching the best methods to promote a product or service
- Devising effective product launch strategies, including pre-launch testing of marketing methods
- Delivering campaigns involving advertising, branding, promotion and sponsorship.

Information Technology – building the network

The Department has an extensive information technology area to support the delivery of a high quality education to students around the state. The applications range from mainframe computers, state-wide networks to personal computers.

Those employed in Information Technology may have tertiary qualifications in Information Technology or Computer Science. They may be involved in:

- Establishing networks and systems
- Determining information needs, data flows and systems definitions
- Establishing and controlling systems access and security

- Coordinating multi-user Information Technology networks providing voice, data and text transmission
- Problem solving.

Finance and Accounting – managing the bottom line

Working in such a large department means big budgets and finances to manage. Finance and accounting positions play a crucial role in managing schools delivering key government initiatives.

Those employed in the finance and accounting area may have tertiary qualifications in Accounting, Finance, Economics or Actuarial Studies. They may be involved in:

- Supporting initial report set-up by participating in reviews
- Review of invoicing data against actual costs in the finance system
- Preparation and reporting on the financial analysis of project data
- Supporting in the preparation of cost forecast profiles
- Ensuring the matching of cash received to payments made to suppliers
- Managing budgets for the Department and schools.

Human Resources – great careers for great people

Any organisation is only as good as its people and as a human resources consultant you will play a crucial role in making sure the Department attracts, retains and develops the best and brightest.

Human Resources consultants provide a broad range of advice both to the Department and to individual employees on areas as diverse as financial and retirement security, health, productivity and internal employment relationships.

Human Resources consultants may have tertiary qualifications in business, human resources management, industrial relations, management or commerce. They are involved in:

- Analysing staffing numbers, skills and needs
- Analysing the skills and qualities required for each particular job and developing job descriptions and duty statements
- Advertising staff vacancies, assessing applications, interviewing applicants, giving selection tests, preparing reports and making recommendations to management about staff appointments

- Maintaining the personal records of employees on matters such as wages, superannuation, leave and training
- Organising and conducting staff training.

Choose from hundreds of jobs in metropolitan Melbourne and rural and regional Victoria

The Victorian Government is the largest employer in Victorian education, managing more than 1,600 government schools in metropolitan, regional and rural Victoria. It employs more than 50,000 people in a variety of teaching and non-teaching roles in early childhood education and primary, secondary and special education schools.

Education careers offer professional advancement and management and leadership opportunities

One of the great things about working for Government is the chance to shape the kind of career you want, with structured learning and development and merit-based career movement.

You can take advantage of individual training and development opportunities as well as on the job training to help you gain qualifications and skills that are portable and develop your talents.



Enjoy flexible, family friendly working conditions and work/life balance

Flexible, family-friendly conditions for a work/life balance are available so you can have a rewarding career without sacrificing your personal life. Flexible work options such as part-time work let you combine satisfying work with the things you want and need to do, such as care for children or elderly parents or undertake voluntary and community work.

Take the first step toward a career in education today. To check vacancies in Victorian Government careers or to apply online go to www.careers.vic.gov.au

www.teaching.vic.gov.au

Authorised by the Department of Education and Early
Childhood Development,
2 Treasury Place, East Melbourne, Victoria, 3002.

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