Role Description
Driver - General Assistant

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	School Operations and Performance
Classification/Grade/Band	Driver - General Assistant
ANZSCO Code	112292
PCAT Code	8993111
Date of Approval	17 March 2017
Agency Website	www.dec.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

Primary purpose of the role

Drive departmental vehicles and undertake a range of tasks relating to the maintenance of vehicles and departmental equipment.

Key accountabilities

- Drive and maintain departmental vehicles to support school operations
- Identify and report maintenance / safety issues to the role supervisor
- Monitor school vehicles and equipment and report identified faults to the school principal and appropriate authorities
- Undertake minor maintenance of vehicles and equipment not covered by contracts or requiring a qualified tradesperson
- Other related duties of the role, within the skills and competencies of the Driver - General Assistant, as directed by the principal.

Key challenges

- Working cooperatively with the role supervisor to prioritise upcoming tasks
- Responding flexibly to competing / emerging minor maintenance priorities
- Maintaining cooperative relationships with teaching and non-teaching staff.

Key relationships

Who	Why
Internal	
School principal or appointed delegate	• Receive guidance and instructions; escalate significant safety issues • Receive feedback regarding performance
Other non-teaching staff	• Maintain cooperative working relationships and liaise to ensure coordinated tasking and a safe working environment • Receive instructions, direction and/or guidance as appropriate
Students / staff	• Behave respectfully, courteously and helpfully at all times
External	
Approved suppliers	• Liaise to confirm instructions regarding the operation and maintenance vehicles, tools and equipment

Role dimensions

Decision making

Undertakes routine tasks involving the application of clearly prescribed standards / manufacturer's instructions within level of training. The role works under direct supervision individually, and occasionally as a member of a team. Some discretion in completing tasks within duties allocated by the role supervisor. Will be required to identify and reports maintenance issues and/or health and safety-related hazards to the school principal or approved delegate.

Reporting line

The Driver - General Assistant reports to the school principal or an appointed delegate.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Full car (class C) drivers licence
- Valid Working With Children Check clearance

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	**Foundational**
	Value Diversity	Foundational
	Communicate Effectively	**Foundational**
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	**Foundational**
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	**Foundational**

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Foundational	• Be willing to develop and apply new skills • Show commitment to completing work activities effectively • Look for opportunities to learn from the feedback of others
Relationships Communicate Effectively	Foundational	• Speak at the right pace and volume for varied audiences • Allow others time to speak • Display active listening • Explain things clearly • Be aware of own body language and facial expressions • Write in a way that is logical and easy to follow
Results Demonstrate Accountability	Foundational	• Take responsibility for own actions • Be aware of delegations and act within authority levels • Be aware of team goals and their impact on work tasks • Follow safe work practices and take reasonable care of own and others health and safety • Escalate issues when these are identified

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Business Enablers Project Management	Foundational	• Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules