

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced	
Division: Schools	Effective Date of Document 14 October 2014	
Directorate: Education Regions		
Branch: School		
Section:		

THIS POSITION			
Title:	Business Support Officer		
Classification:	Level 3		
Position No:	Generic		
Positions under <u>direct</u> responsibility:			
Title:	Classification:	Position No:	Number of FTE's Controlled:

REPORTING RELATIONSHIPS			
TITLE:	Principal		
LEVEL:	Various		
POSITION NUMBER:	Various		
TITLE:	Business Manager		
LEVEL:	5		
POSITION NUMBER:	Various		
This position and the positions of:			
Title	Level	Position Number	
Various			

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Business Support Officer	Level 3	Generic	14 October 2014

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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ROLE

The Business Support Officer:

- assists the Business Manager in the day-to-day financial, marketing, corporate sponsorship, physical and human resources aspects of the school's operations
- assists in the preparation and monitoring of the school budget and develops and maintains relevant business and other information management systems
- supports the Business Manager in undertaking financial planning, monitoring, research, reporting and analysis to meet established objectives and outcomes relative to business needs and plans
- assists the Business Manager in establishing and maintaining performance management processes for all support staff
- contributes to the School's Annual Report and assists in the overall production of the document
- participates in the implementation of the merit selection processes of support staff and provides effective training to support staff in all administrative procedures and business management software
- assists the Business Manager in maintenance and replacement of the physical assets
- provides operational support in the development, implementation and management of the marketing strategies and plans
- assists with the development and maintenance of effective networks with stakeholders in order to advance the interests of the school
- in collaboration with the Business Manager, undertakes proactive investigation and identification of funding support from local, state, and national sponsorship opportunities
- supports the preparation of funding submissions and assists in the evaluation of tenders and contracts.

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OUTCOMES

1. Effective support is provided to the Business Manager in the financial management of the school's business operations and systems, including financial analysis and modelling, the provision of recommendations and reporting to ensure achievement of the school's strategic business and corporate objectives.
2. Input is provided into the development of business and marketing plans in collaboration with key stakeholders, including the identification and securing of funding opportunities at the local, state and national level.
3. Effective administrative support is provided to the Business Manager in the management and coordination of business and other information management systems and processes to achieve agreed operational outcomes.
4. Support in the human resource management of the school's support staff is provided, including performance management and merit selection.
5. Effective support is provided in the provision of asset management and maintenance strategies for school facilities, equipment and buildings.
6. Effective working relationships and community networks are developed and maintained.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of business operations, systems, and marketing plans, and the ability to investigate funding opportunities.
2. Demonstrated financial management skills, including detailed data analysis and reporting, and the ability to interpret and provide recommendations.
3. Demonstrated skill and experience in the monitoring and maintenance of physical assets.
4. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to liaise with stakeholders at all levels.
5. Demonstrated conceptual, analytical and problem solving skills and ability to use relevant software applications.
6. Demonstrated human resource management skills, including experience in the support of performance management and merit selection processes.

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ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 14 October 2014
TRIM REF # D14/0465913