

**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
Group: Schools	Effective Date of Document 22 May 2017
Region: Education Region	
School: Schools	

THIS POSITION

Title: Graduate Support Officer

Classification: Level 3

Position No: Generic

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal

LEVEL: Various

POSITION NUMBER: Various

TITLE: Manager Corporate Services

LEVEL: Various

POSITION NUMBER: Various

This position and the positions of: Nil

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Graduate Support Officer	Level 3	Generic	22 May 2017

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, care and equity are valued.

The School Corporate Services Graduate Program has been developed to further support schools to develop corporate services capabilities and provide a basis for succession planning for school corporate services positions.

The Program operates during the 11 months of the school year, from February to December. Graduates may be placed at one school for the full 11 months or for two five-and-half month placements at two different schools during this time. Other placement durations and arrangements may be put in place.

For each placement, graduates are required to fulfil a number of workplace objectives and key outcomes based on the [School Corporate Services Competency Framework](#).

Further context about the particular school or college in which the vacancy is being advertised is available at <http://www.det.wa.edu.au/schoolsonline/home.do>. Enter the school or college name in the *Find a School* field.

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Graduate Support Officer	Level 3	Generic	22 May 2017

ROLE

The Graduate Support Officer assists the Manager Corporate Services to deliver school corporate services. This includes contributing, assisting or providing support in the following activities:

- human resource management, e.g. workforce planning, staff induction and leave management
- financial management, e.g. planning, developing and monitoring of the school budget, research and analysis to meet established financial objectives
- information and communication technology (ICT), e.g. administering information systems, policies and procedures, using computer software applications and implementing ICT plans, activities and systems
- general administration, e.g. researching, analysing and problem-solving issues, and developing and implementing processes
- communications and promotions, e.g. developing, implementing and monitoring marketing plans, producing publications, planning and coordinating marketing campaigns to secure sponsorships
- buildings and asset management, e.g. assisting with maintenance and replacement of physical assets
- developing and maintaining school-based and community relationships, e.g. developing print and on-line information to communicate to staff, students, parents and members of the community.

OUTCOMES

Effective assistance is provided to the Manager Corporate Services in the development, implementation and management of school corporate services strategies, plans and activities.

ELIGIBILITY

Employees are required to:

- have completed an undergraduate or postgraduate degree within the last five years (or due to complete during 2017), in one of the following academic areas or other related disciplines:
 - Business
 - Commerce
 - Accounting
 - Finance
 - Human resource management
 - Project management
 - Procurement and similar areas of study
 - Public relations or communications
 - Public policy
 - Industrial relations
 - Employment law
- have achieved an academic course average of 65% or above;
- obtain a current Department of Education Criminal Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check.

TITLE Graduate Support Officer	CLASSIFICATION Level 3	POSITION NUMBER Generic	EFFECTIVE DATE 22 May 2017
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TRAINING

Employees are required to:

- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment
- participate in mentoring coordinated through the Institute for Professional Learning
- undertake the Graduate Future Leaders' Program coordinated by the Public Sector Commission (5 days)
- participate in central office work shadowing: (one day per school term) shadowing an officer in various corporate service areas (4 days).

CERTIFICATION

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

ENDORSED

DATE 22 May 2017
TRIM REF # D17/0215914