



# Job Description Form

## Organisational Design Support Officer

### Organisational Design

<b>Position number</b>	00047675
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> (or as replaced)
<b>Classification</b>	Level 3
<b>Reports to</b>	Senior Organisational Design Consultant (Level 6)
<b>Direct reports</b>	Nil

#### Context

The Organisational Design, Development and Planning directorate provides:

- leadership, planning and implementation of key strategic human resource initiatives and projects, including equity and diversity initiatives
- advice, guidance and support on organisational design and development
- workforce planning and human resource data analytics, intelligence and reporting to support decision-making by Department staff.

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#### Key responsibilities

- Provide administrative support and assistance, including but not limited to:
  - preparation of resources and correspondence
  - job description form registration
  - conducting research
  - provision of executive support to projects.
- Provide routine advice and support to staff on organisational data and changes, including creation, modification and abolishment of positions.
- Complete full range of position management processing and associated administration using the Human Resources Management Information System (HRMIS), including new position creation and position updates.
- Responsible for undertaking manual position management audits in a timely manner to ensure data integrity.
- Provide input into system improvements and manage and manipulate databases, spreadsheets and systems, including Departmental organisational charts.
- Maintain branch Ikon pages and liaise with the Digital Content team regarding changes and updates as required.

## Selection criteria

The selection process includes assessing applications against the role specific requirements of the position which include the ability to demonstrate how applicants apply the expected behaviours (listed below). The process also takes into account the needs of the Department and availability of suitable applicants.

<b>Role specific requirement</b>	<ul style="list-style-type: none"> <li><input type="radio"/> Demonstrated knowledge and experience in the effective delivery of administrative support services.</li> <li><input type="radio"/> Demonstrated well-developed keyboard and word processing skills, including a good working knowledge of Microsoft applications.</li> </ul>
<b>Lead collectively</b>	<ul style="list-style-type: none"> <li><input type="radio"/> You complete your work to a high standard and ensure information is accurate.</li> </ul>
<b>Think through complexity</b>	<ul style="list-style-type: none"> <li><input type="radio"/> You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise.</li> </ul>
<b>Dynamically sense the environment</b>	<ul style="list-style-type: none"> <li><input type="radio"/> You seek to understand expectations and problems by listening actively and asking clarifying questions.</li> </ul>
<b>Deliver on high leverage areas</b>	<ul style="list-style-type: none"> <li><input type="radio"/> You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.</li> </ul>
<b>Build capability</b>	<ul style="list-style-type: none"> <li><input type="radio"/> You are approachable and receptive to all members of your team.</li> </ul>
<b>Embody the spirit of public service</b>	<ul style="list-style-type: none"> <li><input type="radio"/> You promote and show respect for the sector in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the sector.</li> </ul>
<b>Lead adaptively</b>	<ul style="list-style-type: none"> <li><input type="radio"/> You are continually learning and adjusting your approach to be effective in the changing work environment.</li> </ul>

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

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

## ENDORSED

Date 3 November 2025  
Reference D25/1112199