



Business Coordinator Statewide Services

Position number	00034062
Agreement	Public Sector CSA General Agreement 2022 or as replaced
Classification	Level 5
Reports to	Manager System Services and Responses
Direct reports	Finance and Administration Coordinator (00031570) Operations Officer (00034064) Administration Officer (00011761) Gardener/ Handyperson (00017589)

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Design and Support provides the shared functions and support needed to provide better services to schools. It also coordinates, implements and supports programs, initiatives, and special projects. Its purpose is to provide strategy, policy and program oversight and operational support to Statewide Services.

For further information about the Department of Education, please visit:
education.wa.edu.au.

Key responsibilities

Facilities Coordination

- Develops, implements and monitors effective asset management (including vehicle fleet) and coordination strategies for site facilities, equipment and buildings by effectively using innovative approaches, systems and processes.
- Coordinates contracts for goods and services, relevant to maintaining facilities, in accordance with policies and procedures.
- Facilitates a safe workplace and compliance with health and safety legislation.
- Coordinates contractors while on site and facilitates the completion of projects related to site facilities.
- Manages documentation regarding building management, accommodation leases and related issues, including ICT.
- Manages the procurement, maintenance, repair, parking and full utilisation of the vehicle fleet.
- Prepares budgets and monitors budget performance in relation to site facilities.

Divisional Support

- Provides input to Divisional financial planning, processes and budgeting for the Division and provides information to the leadership team as required.
- Manages financial and information management processes, supporting Divisional compliance with relevant legislation and Departmental policies and guidelines.
- Provides management coordination of the roles of direct reports in accordance with Departmental policy.
- Participates on committees and working groups as required.
- Works in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated considerable skills and experience in facilities management to produce the position's deliverables.
2. Demonstrated understanding of financial management and the ability to apply financial processes and procedures.
3. Demonstrated well developed conceptual, research and analytical skills including the ability to provide innovative solutions to improve the work environment.
4. Demonstrated well developed written communication, interpersonal and negotiation skills, including the ability to establish and maintain good client relationships and provide quality client service.
5. Demonstrated well developed organisational skills with a proven ability to set and achieve branch and/or client priorities within agreed timelines, manage competing demands and manage multiple, diverse projects.
6. Demonstrated considerable knowledge and experience in the application of business processes and process improvement principles.

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
- obtain or hold a current Working with Children Check
- 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 14 December 2023
Reference D23/1874726