



Corporate Services Regional Support Officer

Wheatbelt Education Regional Office

Position number	00048026
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Coordinator Regional Operations (Level 7)
Direct reports	Nil

Context

Located 2 to 3 hours inland from Perth, the Wheatbelt education region supports 69 public schools and more than 8,660 students. The region encompasses diverse rural communities and industries, including agriculture, forestry, and mining, and is renowned for its natural landscapes, historic towns, and strong community connections. With a population of approximately 59,000 people across more than 200 towns, the Wheatbelt provides a welcoming environment and a strong sense of community, making it an attractive location for professionals seeking meaningful work in a regional setting.

This position is based at either the Wheatbelt Education Regional Office in Northam or the Narrogin Local Office.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Assist the Director of Education and budget holders in the administrative, financial, physical and human resources aspects of the Education Regional Office's operations.
- Assist in preparing and monitoring the office budget and develop and maintain business and information management systems.
- Support the Director of Education and budget holders in the area of financial management by undertaking financial planning, monitoring, research, reporting and analysis to meet established objectives and outcomes relative to business plans.
- Assist in the implementation and coordination of recruitment, selection and appointment processes.
- Undertake human resource management processing in the Human Resource Management Information System (HRMIS), generate reports, maintain records and monitor human resource activities.

- Provide administrative support in establishing and maintaining performance management processes for staff.
- Provide effective training to staff in administrative procedures and business management software.
- Assist in the maintenance and replacement of the physical assets of the Wheatbelt Education Regional Office.
- Provide input into the asset management and maintenance strategies for education regional office facilities, equipment and buildings.
- Administer financial, human resource and information management processes to ensure compliance with legislation and Department policies and procedures.

Selection criteria

1. Demonstrated well developed financial management skills, including data analysis, interpretation and reporting, and the ability to provide recommendations.
2. Demonstrated skills and knowledge of human resource management practices, including experience in the development, implementation and monitoring of human resource management systems and processes.
3. Demonstrated well developed verbal, written and interpersonal communication skills, including the ability to liaise with individuals at all levels and work effectively in a team environment.
4. Demonstrated conceptual, analytical and problem solving skills.
5. Demonstrated well developed computer skills, including the ability to create, operate, extract reports and manipulate databases, spreadsheets and systems.
6. Demonstrated initiative and good organisational skills, including the ability to identify priorities and meet deadlines.

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 10 February 2026
Reference D26/0137509