



Research and Executive Support Officer

North Metropolitan Education Regional Office

Position number	Generic
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Regional Services (Level 8)
Direct reports	Nil

Context

The North Metropolitan Education Region supports the Department's priorities in Western Australia and commits to delivering, through schools and services, a full and engaging standard of public education supportive of students, teachers and parents.

The North Metropolitan Education Region comprises more than 240 public schools across the north metropolitan area from Cottesloe to Lancelin and east to Wooroloo.

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

Key responsibilities

- Provide administrative support to the Director of Education and Assistant Directors of Education, including coordination and preparation of correspondence, travel and accommodation arrangements and scheduling of appointments.
- Provide editorial support in line with Departmental protocols and conventions.
- Liaise with internal and external clients including, Ministerial Services Unit (MSU), school and Regional Office staff, senior staff of other agencies, parents and members of the public on a diverse range of issues.
- Manage confidential and sensitive enquiries that require appropriate referral and timely responses.
- Manage office and administrative systems to ensure the Regional Office operations are efficiently and effectively undertaken.
- Administer systems to manage staffing and provide timely reports.
- Access and collate information, assess priority, refer matters and follow up with central and Regional Office staff on behalf of the Director of Education.

- Conduct research and investigations, including background on school issues, internet research, and review of relevant professional journals, newspapers and media statements for issues of interest and importance.
- Provide financial administrative support to the Director of Education and Assistant Directors of Education, including purchasing, payment of accounts, reconciliation of corporate credit card statements and arrangement of quotations and monitoring of travel and accommodation expenditure.

Selection criteria

1. Demonstrated knowledge and considerable experience in the delivery of high level administration support services, including the ability to provide executive support to senior managers.
2. Demonstrated sound oral and interpersonal skills, including the ability to liaise effectively with senior managers and internal and external clients on a wide range of issues.
3. Demonstrated sound financial management skills with the ability to interpret, report and apply financial practices and procedures.
4. Demonstrated sound written skills with the ability to prepare correspondence, minutes and briefing notes.
5. Demonstrated sound research, conceptual, analytical and problem solving skills with the ability to use initiative to identify priorities and meet conflicting timelines.

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 May 2024
Reference D24/0337411