

Job Description Form

The Position

Position Title:	Business Support Officer
Department:	Office of Chief Executive Officer
Position Number:	CTF00058
Classification:	Level 4
Location:	Belmont
Effective Date:	1 June 2026
Award/Agreement:	Public Sector CSA Agreement 2024; Government Officers Salaries, Allowances and Conditions Award 1989
Qualifications:	Nil
Other:	The occupant of this position will require a successful criminal record screening clearance (National Police Certificate).

Reporting Relationships

This position reports to the CTF00022, Level 5, Executive and HR Coordinator.

Positions under Direct Supervision

This position has no subordinates.

About the Construction Training Fund

The Construction Training Fund (CTF) is a statutory authority assisting Western Australia's building and construction industry to meet its demands for skilled workers.

CTF administers a training levy on building and construction work in Western Australia, under the *Building and Construction Industry Training Fund and Levy Collection Act 1990 (the Act)*. The revenue generated from the levy is returned to the industry's employers and workers through a range of grants and subsidies. These grants and subsidies reduce the cost associated with skills training required by a modern and progressive building and construction industry.

The CTF and its Board support the functions of the Construction Training Council, which works closely with industry stakeholders and provides advice to the Government and the State Training Board to ensure that training meets the needs of one of Western Australia's biggest and most diverse industries.





The role

The Business Support Officer supports the business and administrative, facilities and event functions across the CTF. The role also supports the coordination of Board Meetings and provides support to the Human Resources area.

Duties of the role

Business Support

- Provides support business and administrative support across the organisation including meeting/event support, arrangement of travel, itineraries and accommodation.
- Provides a point of contact for external visitors to the CTF ensuring stakeholders are dealt with in a professional and timely manner.
- Coordinates facility maintenance and minor work activities within the office, including the day-to-day coordination of services and contractors attending the CTF.
- Undertakes minor procurement processes, including the creation and maintenance of purchase orders and credit card expense acquittal.
- Maintains of the Client Relationship Management System (CRM) including generation of reports.
- Provides confidential support to the Executive and HR Coordinator in relation to human resources, payroll and learning and development matters.
- Provides support to the CEO as required.

Board and Event Support

- Coordinates CTF's membership with peak body organisations, including registration of employees at conferences, events and sponsored event attendance.
- Assists the Governance and Risk Manager in the coordination of Board meetings including room hire, travel and logistics.

Other duties

- Performs other duties as required.

Requirements of the position (Selection Criteria)

1.	Role Specific requirements	<ul style="list-style-type: none"> • Demonstrated experience providing business and administrative support ideally within a government environment. • Advanced technical skills using a range of business applications including MS Office Suite, CRM, database, record management and recruitment management systems.
2.	Shapes and manages strategy	<ul style="list-style-type: none"> • Sound conceptual, analytical and evaluation skills.
3.	Achieves results	<ul style="list-style-type: none"> • Sound coordination, planning and organisational skills.
4.	Builds productive relationships	<ul style="list-style-type: none"> • Sound stakeholder and relationship management skills.
5.	Exemplifies personal integrity and self-awareness	<ul style="list-style-type: none"> • Demonstrated commitment to improving organisational performance and integrity using a collaborative and team focused approach.
6.	Communicates and influences effectively	<ul style="list-style-type: none"> • Sound communication (interpersonal and written), skills including experience liaising with a wide range of people and maintaining confidentiality.

Approval

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

Chief Executive Officer

Approval Date