

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced	
Group:	Schools	Effective Date 14 November 2017
Region:	Pilbara Education Region	
School:	Hedland Senior High School	

THIS POSITION	
Title:	Administrative Support Coordinator
Classification:	Level 3
Position No:	00038302
Positions under direct responsibility:	Nil

REPORTING RELATIONSHIPS		
TITLE	Principal	
LEVEL	School Administrator Level 6	
POSITION NUMBER	00001853	
TITLE	Manager Corporate Services	
LEVEL	5	
POSITION NUMBER	00001863	
This position and the positions of:		
Title	Level	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Administrative Support Coordinator	Level 3	00038302	14 November 2017

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

Further context about Hedland Senior High School is available on the Department's website. Please visit <https://www.det.wa.edu.au/schoolsonline/home.do> and enter Hedland Senior High School in the *Find a school* field.

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Administrative Support Coordinator	Level 3	00038302	14 November 2017

ROLE

The Administrative Support Coordinator:

- coordinates daily administrative operations, including providing executive assistance to the school's administrative team and the School Board
- assists with developing and maintaining effective networks and communications with community and industry partners and stakeholders
- conducts research and proactive investigation of partnership and funding opportunities, assists in events and project management and administers and quality assures partnership agreements
- consults with the school administrative team to establish and maintain the electronic school calendar
- manages job vacancies including coordination of deployment, recruitment, selection and appointment process
- liaises with a wide range of internal and external stakeholders across a wide range of student data
- provides support to the school administrative team in maintaining business and information systems, including creation and modification of reports.

OUTCOMES

1. Effective administrative and executive support is provided in the daily operations of the school and to the School Board.
2. Effective liaison is undertaken with partners and stakeholders in the organisation of events, workshops and projects.
3. Staff deployment, recruitment, selection and appointment processes are managed and coordinated in an effective and timely manner, and monitored to meet legislation, policy and best practice.
4. Effective administrative support is provided in the management and coordination of business and other information management systems and processes to achieve agreed operational outcomes.
5. Effective working relationships and community networks are developed and maintained to advance the interests of the school.

TITLE Administrative Support Coordinator	CLASSIFICATION Level 3	POSITION NO 00038302	EFFECTIVE DATE 14 November 2017
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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated sound ability to provide effective support and input into developing, coordinating, implementing and monitoring of business operations and administrative activities.
2. Demonstrated sound initiative and highly developed organisational skills, including attention to detail and ability to work with minimum supervision to meet deadlines.
3. Demonstrated sound knowledge and skills in human resource management, including research, planning and recruitment practices.
4. Demonstrated sound ability in the use of a range of application software packages, particularly databases, spreadsheets and word processing.
5. Demonstrated well developed written and verbal communication and interpersonal skills with the ability to build and maintain effective working relationships and liaise with individuals at all levels.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

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

ENDORSED

DATE 14 November 2017
TRIM REF # D17/0486543