

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

<p align="center"><b>Public Sector Management Act 1994</b></p>	<p align="center"><b>Salaries/Agreement/Award</b> Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced</p>	
<p><b>Division:</b> Schools</p> <p><b>Region:</b> Education Regions</p> <p><b>School:</b> Schools</p>	<p align="center"><b>Effective Date of Document</b> 19 December 2018</p>	

<p align="center"><b>THIS POSITION</b></p>	
<p><b>Title:</b></p>	<p><b>Business Support Officer</b></p>
<p><b>Classification:</b></p>	<p><b>Level 3</b></p>
<p><b>Position No:</b></p>	<p><b>Generic</b></p>
<p><b>Positions under direct responsibility: Nil</b></p>	

<p align="center"><b>REPORTING RELATIONSHIPS</b></p>		
<p><b>TITLE:</b></p>	<p>Principal</p>	
<p><b>LEVEL:</b></p>	<p>Various</p>	
<p><b>POSITION NUMBER:</b></p>	<p>Various</p>	
<p><b>TITLE:</b></p>	<p>Manager Corporate Services</p>	
<p><b>LEVEL:</b></p>	<p>5/6</p>	
<p><b>POSITION NUMBER:</b></p>	<p>Various</p>	
<p><b>This position and the positions of:</b></p>		
<p><b>Title</b></p>	<p><b>Level</b></p>	<p><b>Position Number</b></p>
<p>Various</p>		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Business Support Officer	Level 3	Generic	19 December 2018

## 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/>.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

<b>TITLE</b> Business Support Officer	<b>CLASSIFICATION</b> Level 3	<b>POSITION NO</b> Generic	<b>EFFECTIVE DATE</b> 19 December 2018
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## **ROLE**

The Business Support Officer:

- assists the Manager Corporate Services in the administrative, financial, marketing, corporate sponsorship, physical and human resources aspects of the school's operations
- assists in preparing and monitoring the school budget and develops and maintains business and information management systems
- supports the Manager Corporate Services in undertaking financial planning, monitoring, research, reporting and analysis to meet established objectives and outcomes relative to business needs and plans
- contributes to the school's Annual Report and assists in its production
- assists the Manager Corporate Services in human resource management activities, including planning and system management
- provides effective training to support staff in administrative procedures and business management software
- assists in the maintenance and replacement of the school's physical assets
- provides operational support in the development, implementation and management of marketing strategies and plans
- assists with the development and maintenance of effective networks with stakeholders to promote the school
- in collaboration with the Manager Corporate Services, undertakes proactive investigation and identification of funding support from local, state, and national sponsorship opportunities
- supports the preparation of funding submissions and assists in the evaluation of tenders and contracts.

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## OUTCOMES

1. Effective support is provided to the Manager Corporate Services in the financial management of the school's business operations and systems, including financial analysis and modelling, provision of recommendations and reporting to ensure achievement of the school's strategic business and corporate objectives.
2. Input is provided into the development of business and marketing plans in collaboration with key stakeholders, including the identification and securing of funding opportunities at the local, state and national level.
3. Effective administrative support is provided to the Manager Corporate Services in managing and coordinating business and information management systems and processes to achieve agreed operational outcomes.
4. Support in the human resource management activities is provided, including performance management and merit selection of support staff.
5. Effective support is provided in the provision of asset management and maintenance strategies for school facilities, equipment and buildings.
6. Effective working relationships and community networks are developed and maintained that promote the school.

## 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 considerable experience providing input and effective support to the development, management, implementation and monitoring of business operations, systems and plans.
2. Demonstrated well-developed financial management skills, including data analysis, interpretation and reporting, and the ability to provide recommendations.
3. Demonstrated sound human resource management knowledge and skills, including the ability to provide effective support and input into the development, implementation and monitoring of human resource management systems and processes.
4. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to work effectively as part of a team.
5. Demonstrated sound conceptual, analytical and problem solving skills and ability to use relevant software applications.

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### **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 19 December 2018**  
**TRIM REF # D18/0571035**