



## Corporate Services Regional Support Officer

South Metropolitan Education Regional Office

<b>Position number</b>	00039791
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 3
<b>Reports to</b>	Regional Executive Director (REDSM)
<b>Direct reports</b>	Nil

### Context

The South Metropolitan Education Region was formed from the Government's regionalisation initiative to empower local school communities and give principals and staff a greater say in how regional services are delivered and used. The South Metropolitan Education Region supports the Department of Education's priorities in Western Australia and commits to delivering, through schools and services, a full and engaging standard of public education, supportive of parents, students and teachers alike.

The South Metropolitan Education Regional Office is located in Fremantle. There are 261 public schools located in the South Metropolitan Education Region. There are approximately 127 000 students enrolled in compulsory schooling within the region.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Assist the Regional Executive Director 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 Regional Executive Director 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 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 Education Regional Office.
- Provide input into the asset management and maintenance strategies for education regional office facilities, equipment and buildings.
- Initiate, establish and monitor administration business systems to ensure effective procedures and processes are implemented.
- Assist and liaise with officers on matters relating to the administration of the Education Regional Office.
- Administer financial, human resource and information management processes to ensure compliance with legislation and Departmental 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:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three 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 six months of appointment.

### **Certification**

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

### **ENDORSED**

Date            30 July 2019  
Reference    D19/0340500