

**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	Region: Education Regions School: Camp School	Effective Date of Document 22 August 2017

THIS POSITION

Title: Finance and Administration Support Officer

Classification: Level 3

Position No: Generic

Positions under direct responsibility

Title:	Classification:	Position No:	Number of FTE's Controlled:
Various			

REPORTING RELATIONSHIPS

TITLE: Regional Executive Director

LEVEL: Various

POSITION NUMBER: Various

TITLE: Camp School Manager

LEVEL: 6

POSITION NUMBER: Various

This position and the positions of:

Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Finance and Administration Support Officer	Level 3	Generic	22 August 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 Teachers 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>

Throughout the State, regional offices are responsible for supporting schools in the metropolitan and rural area by promoting system initiatives, providing support and quality assurance and ensuring consistency in the implementation of policies and procedures to enhance the outcomes of schooling.

Within Regions the Department operates camp schools at Bridgetown, Broome, Dampier, Geraldton, Kalgoorlie, Pemberton and Point Peron. Camp Schools provide communal living environments for students away from their homes and provides new experiences through which students' best develop:

- self management skills
- interpersonal skills
- self esteem.

Camp school programs are complementary to the formal classroom programs and provide teachers with opportunities to extend student learning in all learning areas in relevant, practical and supportive environments. Camp Schools deliver quality experimental learning programs to support schools achieve student outcomes.

Further context about the particular Camp School 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 Camp School name in the *Find a School* field.

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Finance and Administration Support Officer	Level 3	Generic	22 August 2017

ROLE

The Finance and Administration Support Officer:

- is responsible to the Camp School Manager in administering financial, administrative and information systems to ensure compliance with legislation and department policies and procedures
- processes financial transactions, monitors and reports on the financial integrity of the Camp School's operations and provides input to financial planning and budgeting
- provides strategies to effectively manage the use of buildings, equipment, assets and resources
- undertakes research and project work in relation to business trends and issues which may impact the operation of the financial, physical or human resource aspects of the Camp School's operational business
- assists the Camp School Manager in developing and managing human resources, including induction, supervision and performance management of support staff including cleaners, gardeners and cooks
- develops and maintains effective networks with stakeholders and provides advice and support to clients seeking information on camp facilities, bookings and procedures for the use of the Camp School
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy

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OUTCOMES

1. Effective financial administration of the Camp School's business operations is delivered, including financial processing and reporting to ensure achievement of strategic and corporate financial objectives.
2. Financial and administrative support is provided to the Camp School Manager including financial processing and reporting that complies with relevant legislation and Departmental policy and procedures.
3. Operational input is provided into the development of financial planning and budget preparation.
4. Human Resource Management practices are undertaken to support the achievement of agreed operational outcomes.
5. Effective asset management and maintenance strategies for camp facilities, equipment and buildings are implemented and monitored.
6. Effective working relationships are developed and maintained with internal and external stakeholders.
7. Trends and issues impacting on the delivery of the Camp School business objectives are researched, risks identified and solutions provided.
8. Accrued leave of staff is managed effectively.
9. Performance management and development is delivered effectively.

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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 financial management skills, including input into budget preparation and ability to interpret and apply financial and accounting practices and procedures.
2. Demonstrated sound human resource management skills, including the ability to supervise staff, manage human resource systems and develop, implement and review human resource practices.
3. Demonstrated sound verbal and written communication and interpersonal skills with the ability to liaise with stakeholders at all levels and build and maintain effective working relationships.
4. Demonstrated sound conceptual, analytical and problem solving skills with the ability to provide solutions to identified issues.
5. Demonstrated initiative and sound organisational skills, including the ability to identify priorities and meet conflicting timelines.

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 22 August 2017
TRIM REF # D17/0356336