

**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 CSA General Agreement 2017 or as replaced	
Division:	Schools	Effective Date of Document 6 March 2018
Region:	North Metropolitan Education Region	
School:	Cyril Jackson Senior Campus	

THIS POSITION	
Title:	Administrative Support Coordinator
Classification:	Level 3
Position No:	00036056
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Principal	
LEVEL:	School Administrator Level 6	
POSITION NUMBER:	00000518	
TITLE:	Manager Corporate Services	
LEVEL:	Level 5	
POSITION NUMBER:	00000533	
This position and the positions of:		
Title	Level	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Administrative Support Coordinator	Level 3	00036056	6 March 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/web/our-organisation/home>.

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

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ROLE

The Administrative Support Coordinator:

- coordinates diverse school operations and functions and provides general administrative assistance to the school's administration team
- maintains business and information systems and human resource processes, including payroll validation, leave management, mandatory and ad-hoc reporting
- undertakes student administrative activities, including providing information to students on course pathways, subject selection and availability; data entry and coordination and preparation of academic reports
- liaises with the administrative team to coordinate staff timetabling, duty rosters and relief staff and maintains the school's electronic calendar
- liaises with a wide range of internal and external stakeholders across a wide range of student data
- provides training to staff in general administrative processes and procedures.

OUTCOMES

1. Effective support is provided to the administration team in the school's corporate services operations.
2. Timetabling for staff, duty rosters and relief staff are effectively coordinated.
3. Effective business and information systems are maintained and human resource processes are developed, implemented and monitored to meet relevant legislation, policy and best practice.
4. Effective working relationships are developed and maintained.
5. Staff are trained in administrative processes and procedures.

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 ability to provide effective support and input into the development, implementation, maintenance and monitoring of business operations and administrative activities.
2. Demonstrated well developed verbal, written and interpersonal communication skills with the ability to build and maintain effective working relationships and liaise with individuals at all levels.
3. Demonstrated well developed organisational skills, including the ability to work with minimum supervision, identify priorities and meet deadlines.
4. Demonstrated well developed computer skills including the ability to create, operate, extract reports and manipulate databases, spreadsheets and systems.

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ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencing 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; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 6 March 2018
TRIM REF # D18/0088351