

**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: Planning, Regulation and Review	Effective Date of Document 30 May 2018
Directorate: Non-Government School Regulation	

THIS POSITION

Title: **Corporate Support Officer**

Classification: **Level 3**

Position No: **00038788**

Positions under direct responsibility: **Nil**

REPORTING RELATIONSHIPS

TITLE: Executive Director Planning, Regulation and Review
LEVEL: EXDRED
POSITION NUMBER: 00026892

TITLE: Director, Non-Government School Regulation
LEVEL: Level 9
POSITION NUMBER: 00035553

This position and the positions of:

Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Corporate Support Officer	Level 3	00038788	30 May 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>.

The Non-Government School Regulation Directorate oversees the registration of non-government schools in Western Australia. Registration provides assurance to parents and the community that non-government schools meet the standards determined by the Minister for Education and Training and other requirements specified in Part 4 of the *School Education Act 1999* and the *School Education Regulations 2000*.

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Corporate Support Officer	Level 3	00038788	30 May 2018

ROLE

The Corporate Support Officer:

- provides customer focused, general administrative and corporate support services to business units involved in regulatory service delivery
- purchases general goods and services as required, through calling competitive quotations or through established Common Use Arrangements
- supports the accounts payable function, including liaison with the relevant finance divisions within the Department
- assists with the payment of accounts, credit card acquittals and purchase orders
- coordinates vehicle fleet arrangements, including leasing, requisition, maintenance and regular reporting requirements
- assists with organising maintenance and repairs of facilities
- liaises with service providers, contractors and stakeholders in relation to facilities management, including consideration of Occupational Safety and Health and the management of facilities related complaints and queries
- assists in the administration of the Parking Policy and associated procedures.

OUTCOMES

1. Corporate and administrative support is provided to the Director and other staff to assist in the efficient and effective management of the office.
2. Procurement activities are effectively managed in accordance with Department policy.
3. Timely and effective support is provided to facilitate accounts payable processes.
4. Effective management of the vehicle fleet and parking procedures is undertaken.
5. Facilities and parking support are effectively coordinated with consideration of Occupational Safety and Health.

TITLE Corporate Support Officer	CLASSIFICATION Level 3	POSITION NO. 00038788	EFFECTIVE DATE 30 May 2018
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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 skills, knowledge and experience in the delivery of administrative and corporate support, including the ability to provide support for the administration of procurement and accounts payable functions.
2. Demonstrated experience in supporting functions related to the management of building facilities and fleet vehicles.
3. Demonstrated well developed computer skills, including the ability to operate databases and software.
4. Demonstrated sound verbal and interpersonal communication skills, including the ability to establish and maintain working relationships and liaise effectively with senior managers, officers from other agencies and members of the public.
5. Demonstrated initiative and good organisational skills, including the ability to identify priorities and meet conflicting deadlines.

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 'C' class driver's licence.

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 30 May 2018
TRIM REF # D18/0237140