



## Executive Support Officer Kimberley Schools Project

<b>Position number</b>	00037635
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2017</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager, Kimberley Schools Project (School Administrator At Level)
<b>Direct reports</b>	Nil

### Context

The Kimberley Schools Project (the Project) is a collaborative partnership between the [Department](#) of Education, Catholic Education Western Australia, the Association of Independent Schools Western Australia, the Department of Regional Development and the Regional Services Reform Unit. It will provide \$25 million of Royalties for Regions funding to accelerate and intensify existing strategies to address low education outcomes in the Kimberley and underpins broader economic and social development in the region.

The Project is for a three-year duration and has four key components:

- **Targeted teaching** – evidence-based teaching strategies, quality materials and frequent measurement of achievement.
- **Better early years learning and care** - community initiatives that build on and improve existing services, and engage families as first teachers.
- **Regular attendance** – community partnerships to deliver strategies that respond to drivers on non-attendance in a particular community.
- **Increased student and community engagement** – development with the community of extended learning programs and related initiatives. Support includes coaching and advice for school leaders and teachers, as well as learning and assessment resources that are both evidence-based and tailored to the needs of Kimberley children.

The Project is driven and coordinated by a Broome-based Project Team, led by the Manager, Kimberley Schools Project.

This role is based at the Statewide Services Centre in Broome.

## Key responsibilities

- Provide administrative support services to the Manager, Kimberley Schools Project and team members.
- Coordinate and prepare correspondence and briefing notes, travel and accommodation requirements, scheduling of appointments and management of enquiries and requests.
- Liaise with a wide range of internal and external stakeholders, including Principals, senior officers from government and non-government agencies, parents and members of the public, on a diverse range of project matters.
- Manage confidential and sensitive enquiries which require appropriate referral and timely responses.
- Administer and monitor the Project's budget, including the payment of accounts, monitoring of corporate card and travel expenditure.
- Conduct minor research and investigations into issues impacting the Project.
- Manage and adjust information systems to facilitate accurate records and reporting.
- Initiate, establish and monitor office systems and databases to support the administration of the office and management of the Project.
- Organises meetings, workshops and conferences, as required.
- Undertake minor project work to assist with progressing priority issues.

## Selection criteria

1. Demonstrated sound skills, knowledge and experience in the delivery of administration support services, including the ability to provide executive support to senior managers and administer and report on financial systems and budgets.
2. 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, parents and members of the public.
3. Demonstrated sound written communication skills, including the ability to prepare correspondence, minutes and briefing notes.
4. Demonstrated initiative and sound organisational skills, including the ability to identify priorities and meet conflicting deadlines.
5. Demonstrated sound research and problem solving skills, including the ability to identify appropriate solutions.

## 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            3 December 2019  
Reference     D19/0135000