



Graduate Officer

Education Business Services

Financial Services

Financial Planning and Resourcing

Commercial Services

Information and Communication Technologies

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Relevant Director (Level 9) or Specialist Advisor (Specified Calling Level 5), Education Business Services
Direct reports	Nil

Context

Education Business Services is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information communication and technologies, and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

The Financial Services Directorate is responsible for a number of key finance-related functions within the Department, including financial policy and governance, financial reporting and school financial management and support.

The Financial Planning and Resourcing Directorate is responsible for a number of key finance-related functions within the Department, including overall budget and resource management, high-level strategic financial advice, school resourcing, management of the Student Centered Funding Model and financial planning.

The Commercial Services Directorate is responsible for providing procurement and commercial legal support to the Department and schools; contract planning, establishment and management; insurance and fleet management.

The Information and Communication Technologies (ICT) Division is responsible for the management and delivery of the Department's ICT-related services and functions. The Division encompasses three Directorates, being Governance and Planning Integration; Build and Deployment; and Operations and Customer Service.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide support and assistance to the Education Business Service directors and managers on a range of operational matters including data collation and analyses and preparation of associated reports.
- Undertake research relating to policies, procedures and projects.
- Provide input into the operations of Education Business Services and contribute to the development, implementation and review of policies, procedures and work flows.
- In consultation with stakeholders, prepare correspondence in relation to Education Business Services matters, including briefing notes, Ministerial correspondence, responses to parliamentary questions and memorandums.
- Establish and maintain effective working relationships and collaborate with internal and external stakeholders to provide and receive information as required.

Selection criteria

1. Demonstrated sound oral, written and interpersonal communication skills, including the ability to liaise effectively with individuals at all levels and build effective relationships.
2. Demonstrated sound research and problem solving skills and the ability to identify appropriate solutions.
3. Demonstrated initiative and sound organisational skills including the ability to effectively multi task, prioritise, meet deadlines and work effectively within a team environment.
4. Demonstrated knowledge and understanding of relevant public sector policies and practices.

Eligibility and training requirements

Employees will be required to:

- hold a relevant tertiary degree.
- 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 20 August 2020
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