



Executive Support Officer Public School Accountability

Position number	00041412
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Principal Consultant (Level 7)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner preparing them for their next step into the workforce or further education.

The Public School Review (PSR) process plays a key role in: providing assurance to the Minister and Director General that schools are performing as expected; informing families and caregivers about the quality of education provision in their communities; and providing an opportunity for schools to receive clear, targeted feedback to inform their improvement planning.

Public School Reviews are undertaken by a review team consisting of a Director, Public School Review and a peer reviewer. Schools submit an electronic school self-assessment containing evidence to support their judgements about school effectiveness with a return timeframe negotiated at the conclusion of each PSR.

Review teams conduct school visits statewide to validate each school's self-assessment. Reports are prepared by Directors, Public School Review and endorsed by the Deputy Director General, Schools. Reports are then made available in the public domain for 12 months.

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

Key responsibilities

- Provide administrative support to the Directors, Public School Review and Directorate staff as needed, including preparation and coordination of correspondence travel and accommodation requirements, scheduling of appointments and management of enquiries.
- Liaise with senior staff within the Department, other agencies and schools on a diverse range of issues related to the Directorate's portfolio.
- Manage confidential and sensitive enquiries which require appropriate referral and timely responses.
- Administer and monitor the Directorate's budget which may include the preparation of budgeting and financial reports for cost centres, payment of accounts, organisation of corporate card statements and payment vouchers, arrangement of quotations, and monitoring of travel expenditure.
- Provide advice and support in the coordination of human resource activities and operations.
- Assist in the management of job vacancies, including the coordination of recruitment, selection and appointment processes.
- Coordinate and monitor the operation of human resource management systems, including payroll processing and validation, mandatory reporting requirements and reconciliation of staffing allocations and budgets.
- Conduct research to support the administrative requirements of Public School Reviews, including data/information entry into the Electronic School Assessment Tool, management of the Directorate shared mailbox and processing of workflow related correspondence and template preparation.
- Organise meetings and provide executive support to the Directors, Public School Review and Directorate staff, where required.
- Undertake special projects to assist with the progress of priority issues and projects within the Directorate.

Selection criteria

1. Demonstrated knowledge of and considerable experience in the delivery of administration support services, including the ability to provide executive support to senior staff.
2. Demonstrated well developed computer skills, including the ability to operate customised software, and develop and use databases, spreadsheets and human resource information systems.
3. Demonstrated skills in human resource management activities and understanding of human resource policies, procedures and legislation.
4. Demonstrated sound financial management skills with the ability to administer and report on financial systems and budgets, monitor expenditure, acquit credit card purchases, raise purchase orders and process payment vouchers.
5. Demonstrated sound verbal, written and interpersonal communication skills with the ability to prepare correspondence and meeting notes. .
6. Demonstrated sound research, conceptual, analytical and problem solving skills with the ability to use initiative to identify priorities, meet conflicting timelines and contribute to strategic operational planning.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 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 and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 1 March 2024
Reference D24/0143428