



Administrative and Regulation Support Officer

Non-Government School Regulation

Position number	00038788
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Director, Non-Government School Regulation
Direct reports	Nil

Context

Through direct engagement with school leaders, 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*. The Directorate also oversees the registration of schools registered to enrol international student visa holders.

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

Key responsibilities

- Provide customer focused, general administrative and corporate support services to the Directorate.
- Purchase general goods and services as required, through calling competitive quotations or through established Common Use Arrangements.
- Support the accounts payable function, including liaison with the relevant finance Divisions within the Department.
- Assist with and monitor the Directorate's budget, including the payment of accounts, credit card acquittals and purchase orders.
- 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.
- Organise travel and accommodation bookings and schedule appointments.
- Assist the Directorate in maintaining systems and processes ensuring issues such as accountability, reporting and general compliance at state and national levels are met.

- Assist Directorate officers in providing proactive, client centred regulatory services to education providers in Western Australia in the areas of non-government schooling, international education and community based senior secondary courses.
- Maintains client database and systems to ensure accuracy of information.
- Assist in the planning and scheduling of regulation activities, including travel and resource arrangements for Directorate staff and reviewers.

Selection criteria

1. Demonstrated skills, knowledge and experience in the delivery of administrative and support services.
2. Demonstrated experience in supporting functions related to planning and service delivery.
3. Demonstrated well developed computer skills, including the ability to operate databases and software.
4. Demonstrated verbal and interpersonal communication skills, including the ability to establish and maintain working relationships and liaise effectively with senior managers, schools, officers from other agencies and members of the public.
5. Demonstrated initiative and organisational skills, including the ability to identify priorities and meet conflicting deadlines.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Department 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 7 January 2021
Reference D20/0665920