



## Finance and Procurement Officer

### ICT Risk and Resource Planning

<b>Position number</b>	00019311
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 2
<b>Reports to</b>	Coordinator, ICT Risk and Statutory Reporting (Level 5)
<b>Direct reports</b>	Nil

#### Context

Education Business Services (EBS) 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 and communication technologies (ICT), 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.

We are committed to contemporary work practices and adhere to the following service delivery principles:

**Responsive:** We respond to and reflect the needs of our customers.

**Flexible:** We are flexible and understand that our customers are not all the same.

**Transparent:** We are clear and open about our services, processes and decision making.

**Accountable:** We hold ourselves to high standards and deliver on our commitments.

**Collaborative:** We work in partnership with our customers.

Delivery of Information Communication and Technology (ICT) services provides support for the Department's educational outcomes by developing initiatives and technical support strategies to ensure all 800 Western Australian public schools can be individual, distinctive and responsive to their local communities while still benefiting from being part of a system.

ICT Governance and Planning is the primary entry point to ICT for any new significant effort, project, planning or major change initiative.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

### Specialist Services

- Assist the Coordinator, ICT Risk and Statutory Reporting in the financial and administrative aspects of Branch operations and Divisional projects and tasks.
- Prepare and coordinate documentation for the preparation, extension and termination of ICT leases and ensures records are accessible to stakeholders.
- Assist in developing and implementing procedures and guidelines.
- Monitor expiry dates for ICT lease contracts.
- Process procurement requests for the Division.
- Investigate and resolve queries relating to ICT procurement and leasing activities.
- Process accounts payable invoices relating to ICT procurement, pay invoices using purchasing cards and produce subsequent acquittal for authorisation.
- Maintain databases and systems related to ICT procurement, including the Equipment in use Tracking System and other financial information spreadsheets.
- Monitor and maintain inventory of stationery and consumables for the Division, including maintenance of storage and photocopy areas.
- Maintain an effective filing system for correspondence, corporate information and records relating to projects, initiatives, committees and other Branch activities.

### Branch Support

- Assist the Risk and Planning Support Officer in stocktake activities of ICT technology.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.

### Customer and Stakeholder Support and Liaison

- Liaise with stakeholders regarding ICT procurement and leasing administration, including whether leases are extended or terminated.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

## Selection criteria

1. Demonstrated sound verbal and written communication and interpersonal skills and experience in applying customer service principles and practices.
2. Demonstrated sound experience in financial processes and procedures, including account payments, monitoring expenditure and reconciliations.
3. Demonstrated sound organisational skills, including the ability to prioritise tasks, exercise initiative and work with minimal supervision.
4. Demonstrated sound keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.

## 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 8 February 2021  
Reference D21/0054499