Department of Education
GOVERNMENT OF WESTERN AUSTRALIA

Job Description Form

Business Support Officer

Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5 or Level 6)
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on Schools Online.

For further information about the Department of Education, please visit: education.wa.edu.au.

Key responsibilities

- Assist the Manager Corporate Services in the administrative, financial, marketing, corporate sponsorship, physical and human resources aspects of the school's operations.
- Assist in the preparation and monitoring of the school budget and develop and maintain business and information management systems.
- Support the Manager Corporate Services in undertaking financial planning, monitoring, research, reporting and analysis to meet established objectives and outcomes relative to business needs and plans.
- Contribute to the school's Annual Report and assist in the production of the document.
- Assist the Manager Corporate Services in human resource management activities, including planning and system management.
- Provide effective training to support staff in administrative procedures and business management software.
- Assist in the maintenance and replacement of the school's physical assets.
- Provide operational support in the development, implementation and management of marketing strategies and plans.
- Assist with the development and maintenance of effective networks with stakeholders to promote the school.

- In collaboration with the Manager Corporate Services, undertake proactive investigation and identification of funding support from local, state, and national sponsorship opportunities.
- Support the preparation of funding submissions and assist in the evaluation of tenders and contracts.

Selection criteria

1. Demonstrated considerable experience providing input and effective support to the development, management, implementation and monitoring of business operations, systems and plans.
2. Demonstrated well developed financial management skills, including data analysis, interpretation and reporting, and the ability to provide recommendations.
3. Demonstrated sound human resource management knowledge and skills, including the ability to provide effective support and input into the development, implementation and monitoring of human resource management systems and processes.
4. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to work effectively as part of a team.
5. Demonstrated sound conceptual, analytical and problem solving skills and 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
- 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 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 25 January 2021
Reference D21/0034028