

Finance and Administration Coordinator

Service Design and Support

Position number	00031570
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 4
Reports to	Manager, System Services and Responses (Level 8)
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 future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Design and Support provides the shared functions and support needed to provide better services to schools. It also coordinates, implements and supports programs, initiatives, and special projects. Its purpose is to provide strategy, policy and program oversight and operational support to Statewide Services.

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

Key responsibilities

- Assist in the coordination and monitoring of funding, human resources and resource agreements across Statewide Services.
- Coordinate, manage and monitor records management procedures and funding and resource agreements to ensure compliance with Departmental policy.
- Collaborate with division staff to ensure project management methodology is followed and the records management systems are operated effectively.
- Provide input to financial planning and budgeting for the division and provide information to the Manager.
- Coordinate the procurement of division assets and arrange the purchase of goods and services in accordance with policies and procedures.

- Ensure payments are in accordance with agreed arrangements.
- Develop and implement financial and related administrative and information processes.
- Support senior officers across the division in coordinating human resource activities and operations, including selection processes.
- Support Statewide Services senior staff, as required.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated well developed oral, written and interpersonal communication skills with an ability to deal with a wide range of individuals at all levels.
2. Demonstrated well developed financial skills, including budget preparation, monitoring and reporting, and the ability to interpret and apply financial and accounting practices and procedures.
3. Demonstrated considerable understanding of, and ability to apply, human resource management principles and practices.
4. Demonstrated sound conceptual, analytical and problem-solving skills, including the ability to identify and resolve problems.
5. Demonstrated well developed project management and organisational skills with the ability to deliver outcomes on schedule.

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 1 February 2022
Reference D22/00026381