

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers' Salaries, Allowances and Conditions Award 1983; School Support Officers (Government) General Agreement 2014 or as replaced
Group: Schools	Effective Date of Document 15 December 2014
Directorate: Southwest Education Region	
Branch: Manea Senior College	

THIS POSITION

Title: Finance and Administrative Support Officer

Classification: Level 3

Position No: 00035344

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: Admin 6
POSITION NUMBER: 00027380

TITLE: Business Manager
LEVEL: 5
POSITION NUMBER: 00027309

This position and the positions of:

Title: Various	Classification:	Position No:
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TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Finance and Administrative Support Officer	Level 3	00035344	15 December 2014

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Manea Senior College is the only college specialising in senior school-aged students in the south west of Western Australia. The College is co-located with Edith Cowan University and the South West Institute of Technology. The strong links the College has with both institutions enables Year 11 and 12 students to access university and vocational pathways.

The College maintains an adult ethos in its organisation of educational programs and interaction between staff and students. A focus on building positive relationships between students and staff is a key to the success of students. This represents a collaborative arrangement that provides enhanced opportunities for education and training for senior secondary students in the region.

The College generates a warm, welcoming and modern environment that is well suited to young adults and which fosters and promotes flexible learning approaches. The shared campus means that College students have access to a range of facilities and learning opportunities.

The College seeks to facilitate effective community partnerships, including close links with local industry, to provide an environment to engage students in vocational learning. Such an environment will enhance informed decision making and a commitment to a seamless transition from senior school education to further education, training, employment and life-long learning.

For further information about Manea Senior College, please visit: www.maneasc.wa.edu.au

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Finance and Administrative Support Officer	Level 3	00035344	15 December 2014

ROLE

The Finance and Administrative Support Officer:

- assists in coordinating diverse operations and functions and providing general administrative assistance to the College's administrative team
- assists the Business Manager in the management of financial, human resources and facilities aspects of the College, including ensuring compliance with relevant legislation and Departmental policies and procedures
- supports the Business Manager in undertaking financial planning, monitoring, research, returns, reporting and analysis to meet established objectives and outcomes relative to business needs and plans
- participates in recruitment and selection processes of support staff
- provides effective induction and training to support staff in all administrative procedures and business management software
- supports the Associate Principal with the College's enrolment processes and procedures, including the operation and coordination of relevant databases, records and management information systems and providing information to students and parents regarding the enrolment process.

OUTCOMES

1. Effective administrative support is provided to the Administration team in the College's diverse operations.
2. Effective support is provided to ensure compliance with departmental financial imperatives and legislation.
3. Input is provided into the financial planning and general business operations of the College.
4. A high level of support is provided in relation to the human resources aspects of the College.
5. Effective support is provided to College's enrolment processes and procedures, including a high level of communication with the school community.
6. Relevant databases, records and information management systems are maintained.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated sound financial and human resource management skills with the ability to interpret and apply financial and human resources practices and procedures and provide recommendations.
2. Demonstrated sound oral, written and interpersonal skills, including the ability to work within a team environment and develop and maintain effective working relationships with internal and external stakeholders.
3. Demonstrated sound conceptual, analytical and problem solving skills and the ability to work with minimum supervision and to prioritise and complete tasks within given timelines.
4. Demonstrated well developed keyboarding and computer skills in a range of application software packages, particularly databases.
5. Demonstrated experience in the application of high level customer services principles and practices.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

CERTIFICATION

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

ENDORSED

DATE 15 December 2014
TRIM REF # D14/0542529