



Administrative Support Officer Gilmore College

Position number	00027728
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Information about Gilmore College 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.
- Coordinate staff leave and relief management including payroll validation, mandatory reporting requirements, staff timetabling, rostering and reconciliation of staffing allocations and budgets.
- Coordinate end-to-end recruitment processes, including the coordination of deployment, recruitment, selection, pre-employment requirements and appointment processes.
- Assist in the coordination and implementation of staff induction, probation performance management and development programs, staff exit procedures and provide Human Resource consultancy advice to staff.
- Research and assist in the development and implementation of strategic human resource solutions to workforce planning, attraction and retention, succession planning and budget/establishment management.
- Undertake research and analysis of workforce data to provide an inclusive HR reporting service to line-managers.

- Coordinate all aspects of teaching practicum arrangements for pre-service teaching staff.
- Maintain and monitor human resource governance requirements including Working with Children Checks, Department pre-employment screening, and employee leave management plans.
- 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 and facilities.
- 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.
- Contribute to continuous improvement and innovation in all activities, including maximising opportunities to harness technology to optimise productivity.

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 considerable knowledge, skills and understanding of human resource management, including the ability to provide effective support and input into the development, implementation and monitoring of all 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 and to undertake effective negotiations and build positive relationships with staff at all levels.
5. Demonstrated sound administration and organisational skills with experience in delivery of administration support services and the ability to prioritise tasks and meet deadlines and with proven ability to maintain a high level of confidentiality.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 23 April 2024

Reference D24/0282082