



Business Support Officer Canning Vale College

Position number	00044510
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Canning Vale College is available on [Schools Online](#).

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

Key responsibilities

- Assist the Manager Corporate Services in the daily financial, marketing, corporate sponsorship, physical and human resources aspects of the college's operations.
- Assist in preparing and monitoring the college budget and develop and maintain relevant business and other 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.
- Assist the Manager Corporate Services in establishing and maintaining performance management processes for all support staff.
- Assist the Manager Corporate Services in merit selection processes of support staff and provide effective training to support staff in all associated administrative procedures and business management software.
- Assist the Manager Corporate Services in maintenance and replacement of physical assets.
- In collaboration with the Manager Corporate Services, undertake proactive investigation and identification of funding support from local, state, and national sponsorship opportunities.
- Support preparation of funding submissions and assist in evaluating tenders and contracts.

Selection criteria

1. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of business operations, systems, and marketing plans, and the ability to investigate funding opportunities.
2. Demonstrated well-developed financial management skills, including data analysis, interpretation and reporting, and the ability to provide recommendations.
3. Demonstrated skill and experience in the monitoring and maintenance of physical assets.
4. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to liaise with stakeholders at all levels and work as part of a team.
5. Demonstrated conceptual, analytical and problem-solving skills and ability to use relevant software applications.

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 15 February 2024
Reference D24/0106830