



Administrative Support Coordinator: Human Resources

Lynwood Senior High School

Position number	00042909
Agreement	Department of Education (School Support Officers) CSA General Agreement 2021 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Information about Lynwood Senior High School is available on [Schools Online](#).

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

Key responsibilities

- Provide advice and support to the Manager Corporate Services and staff in the human resource aspects of the school's operations.
- Assist in the implementation and coordination of recruitment, selection and appointment processes.
- Assist in the development, implementation and coordination of staff induction programs.
- Provide administrative support in establishing and maintaining performance management processes for allied professionals.
- Develop and maintain leave, staff relief and time-related earnings records and procedures and coordinate leave and payroll processing.
- Manage the Human Resource Management Information System, including payroll validation, mandatory reporting requirements and reconciliation of staffing allocations and budgets.
- Train staff in administrative procedures and business management software.

Selection criteria

1. Demonstrated skills and knowledge of contemporary human resource management practices, including experience in the development, implementation and monitoring of business operations and systems.
2. Demonstrated well developed written, verbal and interpersonal communication skills with the ability to liaise with individuals at all levels and work effectively in a team environment.
3. Demonstrated well developed computer skills, including ability to create, operate, extract reports and manipulate databases, spreadsheets and systems.
4. Demonstrated initiative and good organisational skills, including the ability to identify priorities and meet deadlines.

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 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
- 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 5 October 2022
Reference D22/0744730