



Human Resource and Executive Support Officer

Perth Modern School

Position number	00042132
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 Perth Modern School is available on [Schools Online](#).

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

Key responsibilities

- Provide advice and support in the coordination of human resource activities and operations.
- Research and assist in the development and implementation of strategic human resource solutions to workforce planning and profiling, succession planning and budget/establishment management.
- Provide human resource advice and information to staff.
- Assist in the development, coordination and implementation of staff induction, probation, performance management and development programs and staff exit processes.
- Manage job vacancies, including the coordination of deployment, recruitment, selection and appointment processes.
- Manage Working with Children and Criminal Screening checks, pre-employment requirements and appointment documentation.
- Coordinate and monitor the operation of human resource management systems, including payroll processing and validation, mandatory reporting requirements and reconciliation of staffing allocations and budgets.
- Conduct research to identify professional learning and training opportunities which complement and enhance induction and employee performance programs.

- Support the coordination of the daily operations of the School Executive office, providing an administrative function to the Principal and the Executive team, including:
 - Preparation and coordination of correspondence, briefing notes, and parliamentary questions.
 - Monitor the Principal and Executive team's electronic calendar and schedule appointments.
 - Manage incoming and outgoing enquiries.
- Liaise with senior staff within the Department, other Schools, other Government Agencies, the Minister's Office and members of the public on a diverse range of issues related to the School.
- Organise the School Board, Senior Leadership and Workforce Management meetings, including provision of an Executive Officer function; preparing agendas, minute taking, follow-up of action items and preparation of associated materials.

Selection criteria

1. Demonstrated sound knowledge and skills in human resource management, including research, planning and recruitment practices.
2. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of human resource management systems and processes.
3. Demonstrated sound written, oral and interpersonal communication skills, including the ability to liaise effectively with staff and work within a team environment.
4. Demonstrated conceptual, analytical and problem solving skills and the ability to implement appropriate strategies.
5. Demonstrated sound administration and organisational skills with considerable experience in the delivery of administration support services, including the ability to provide executive support to School Executives.

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 14 May 2024
Reference D24/0337352