



Research and Executive Support Officer

Midwest Education Regional Office

Position number	00037967
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Coordinator Regional Operations (Level 7)
Direct reports	Nil

Context

The Midwest Education Regional Office provides services to schools across the Midwest managed by the Regional Executive Director and the Coordinator Regional Operations. Services are designed to support schools in the region by promoting system initiatives and providing support and quality assurance to enhance the outcomes of schooling in the region.

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Key responsibilities

- Provide administrative support to the Regional Executive Director, including coordination and preparation of correspondence, travel and accommodation arrangements and scheduling of appointments.
- Provide editorial support in line with Departmental protocols and conventions.
- Liaise with internal and external clients including, the Minister's Office, school and Regional Office staff, senior staff of other agencies, parents and members of the public on a diverse range of issues.
- Manage confidential and sensitive enquiries that require appropriate referral and timely responses.
- Manage office and administrative systems to ensure the Regional Office operations are efficiently and effectively undertaken.
- Administer systems to manage the group's staffing and provide timely reports.
- Access and collate information, assess priority, refer matters and follow up with central and Regional Office staff on behalf of the Regional Executive Director and Coordinator Regional Operations.

- Conduct research and investigations, including background on school issues, library and internet research, and review of relevant professional journals, newspapers and media statements for issues of interest and importance.
- Administer and monitor the Regional Office contingency budget, including payment of accounts, organisation of corporate credit card statements and payment vouchers, arrangement of quotations and monitoring of travel expenditure.

Selection criteria

1. Demonstrated knowledge and considerable experience in the delivery of administration support services, including the ability to provide executive support to senior managers.
2. Demonstrated sound oral and interpersonal skills, including the ability to liaise effectively with senior managers and internal and external clients on a wide range of issues.
3. Demonstrated sound financial management skills with the ability to interpret, report and apply financial practices and procedures.
4. Demonstrated sound written skills with the ability to prepare correspondence, minutes and briefing notes.
5. Demonstrated sound research, conceptual, analytical and problem-solving skills with the ability to use initiative to identify priorities and meet conflicting timelines.

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 10 January 2024
Reference D24/0008678