



## Support Officer (Graduate) Finance and Commercial Services

<b>Position number</b>	00039855
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Specialist Advisor Commercial (Specified Calling Level 5)
<b>Direct reports</b>	Nil

### Context

The Education Business Services (EBS) group supports the delivery of high-quality education to students across our State. EBS comprises:

- Business and Customer Services
- Finance and Commercial Services
- Information and Communications Technology (ICT)
- Infrastructure.

Together, we are the Department's strong supporting foundation that:

- pays all Department staff and supports them to procure the goods and services they need
- plans, builds and takes care of the buildings and facilities in which our students learn
- funds all our schools and provides them with appropriate resources and ICT infrastructure
- manages information so that decisions are documented and accessible
- upholds and enhances the Department's reputation by meeting compliance requirements and working effectively with our stakeholders.

The Finance and Commercial Services division is comprised of the following:

- Financial Services, which is responsible for a number of key finance-related functions within the Department, including financial policy and governance, financial reporting and school financial management and support.
- Financial Planning and Resourcing, which is responsible for a number of key finance related functions within the Department, including overall budget and resource management, high-level strategic financial advice, school resourcing, management of the Student-Centred Funding Model and financial planning.
- Commercial and Contracting Services, which is responsible for providing procurement and commercial legal support to the Department and schools; contract planning, establishment and management; insurance and fleet management.

- The Non-Government School Funding branch which is responsible for administering the State Government's recurrent funding of non-government schools, the Low Interest Loan Scheme and the provision of analysis and advice on financial viability matters.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide support and assistance to the EBS directors and managers on a range of operational matters including data collation and analysis and preparation of reports and relevant procurement and contract documents.
- Undertake research relating to policies, procedures and projects.
- Provide input into the operations of EBS and contribute to the development, implementation and review of policies, procedures and workflows.
- In consultation with stakeholders, prepare briefing notes and Ministerial correspondence and responses to parliamentary questions.
- Establish and maintain effective and collaborative working relationships.
- Provide contract support that contributes to the ongoing management and/or development of contracts.
- Develop and manage routine low-risk contracts.
- Liaise with clients and suppliers in relation to routine contract matters.

### Selection criteria

1. Demonstrated sound oral, written and interpersonal communication skills, including the ability to liaise effectively with individuals at all levels and build effective relationships.
2. Demonstrated sound research and problem-solving skills and the ability to identify appropriate solutions.
3. Demonstrated initiative and sound organisational skills including the ability to effectively multitask, prioritise, meet deadlines and work effectively within a team environment.
4. Demonstrated understanding of relevant public sector policies and practices.

### Eligibility and training requirements

Employees will be required to:

- hold a relevant tertiary degree
- 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
- 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 27 September 2024  
Reference D24/0717619