



Administrative Support Officer

Incident Support Unit

Position number	00040972
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Manager, Incident Support Unit (Level 8)
Direct reports	Nil

Context

The Incident Support Unit is responsible for developing strategic initiatives and organising and overseeing the implementation of a coordination incident management response for the Department of Education. The Unit provides:

- support to schools and sites in the management of their day-to-day incidents
- delivery of centralised support and leadership where required for higher level incidents.
- advice and training to all public schools on a broad range of incident and emergency management issues.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Provide effective and responsive administrative support for operations associated with researching, implementing and evaluating tasks, programs and initiatives relating to incident management.
- Assist in preparing project plans, reports, support materials and monitoring systems in accordance with Departmental, policies, standards and guidelines.
- Assist in the maintenance and updating of Departmental Intranet websites related to incident management.
- Respond to operational enquiries from schools and stakeholder groups and provide general information to stakeholders.
- Research and provide information relating to project progress and performance.
- Manage the collation and input of data and prepare summary reports.
- Provide executive officer support for internal committees and working groups, including setting up meetings, preparing agendas, taking and writing minutes and preparation of associated materials.
- Liaise with and establish effective relationships with various stakeholders to achieve project outcomes.
- Participate in and contribute to the investigation, analysis and resolution of emerging trends and issues relating to projects and tasks.

- Maintain, monitor and analyse project budgets, assist in budget preparation and report on expenditure.

Selection criteria

1. Demonstrated sound coordination skills and experience with planning, implementing and evaluating operational tasks.
2. Demonstrated initiative and sound organisational skills, including the ability to identify priorities to meet conflicting timelines.
3. Demonstrated sound written communication skills with the ability to prepare reports.
4. Demonstrated sound verbal communication and interpersonal skills, including the ability to work within a team environment and liaise effectively with a wide range of individuals at all levels and in a variety of contexts.
5. Demonstrated well-developed computer application skills, including a working knowledge of word processing and development and maintenance of databases and spreadsheets.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three 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 six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 28 September 2021
Reference D21/0519305