



Resourcing Officer (Projects) School Funding

Position number	00039449
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Principal Consultant – School Resourcing (Level 7)
Direct reports	Nil

Context

Education Business Services (EBS) is a key provider in delivering professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communication technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

The School Funding Branch is responsible for managing the Student Centred Funding Model (SCFM), transfer of funding to schools, meeting Treasurer's Instructions in processes adopted and ensuring that allowances provided meet requirements.

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

Key responsibilities

Specialist Services

- Calculate, analyse and regularly review components of schools funding, in accordance with the approved funding allocation mechanism.
- Undertake research to prepare reports for funding proposals, school expenditure and preparing forward estimates for schools resourcing.

- Undertake financial modelling and analysis to calculate school resourcing initiatives.
- Assist in allocating and monitoring resources for schools in accordance with approved procedures.
- Provide executive support to the Student-Centred Funding Model (SCFM) working group, including preparing project management reports.
- Prepare responses to Ministerial correspondence, parliamentary questions and general enquiries related to schools resourcing.

Branch Support

- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Maintain a focus on customer service delivery and continuous improvement of services.
- Work with other teams on shared priorities and initiatives to deliver integrated services and support to schools.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated practical skills and experience in the provision of financial strategic advice to a broad range of stakeholders, including senior and executive level management
2. Demonstrated practical skills and experience in complex financial modelling and resource management at a strategic and operational level with the ability to deliver quality and timely budgets and related financial management services.
3. Demonstrated practical knowledge and experience in contemporary financial management, including budget preparation, review and reporting in a large/complex organisation.
4. Demonstrated well developed communication and interpersonal skills, including the ability to undertake consultation, collaboration and negotiation and to build effective relationships with key internal and external stakeholders on financial services.
5. Demonstrated well developed written communication skills, including experience in contributing to reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
6. Demonstrated practical analytical and conceptual skills, including the ability to provide innovative thinking to complex problems.

Eligibility and training requirements

Employees will be required to:

- hold a relevant tertiary qualification in finance, accounting, commerce or related field, or possess a minimum of five years of work experience in finance or related field
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

Date 24 July 2020
Reference D20/0344904