



Business Coordinator

North Metropolitan Education Regional Office

Position number	00047063
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 4
Reports to	Director of Education
Direct reports	Nil

Context

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

Key responsibilities

- Assist the Director of Education in preparing budgets, monitoring expenditure and identify reasons for significant variations impacting on business areas budgets.
- Assist with financial planning and budgeting for the region and provide information to the Director of Education.
- Provide high-level consultancy and support service to the Director of Education, Assistant Directors of Education and other line managers on human resource activities and operations, including transfers, recruitment and application of relevant awards and working conditions.
- Manage the maintenance of the regional office site/buildings.
- Coordinate the procurement of regional office assets and arrange the purchase of goods and services in accordance with policies and procedures.
- Coordinate, manage and monitor records management procedures and funding and resource agreements to ensure compliance with Department policy.
- Develop and implement financial and related administrative and information processes for regional office.
- Coordinate Regional School Network funding, including staffing formula distributions.
- Assist the Director of Education in the coordination and monitoring of funding, human resources and resource agreements between the North Metropolitan Education Regional Office and schools, in relation to school based programs supported by the regional office.
- Develop and implement financial and related administrative and information processes.

Selection criteria

1. Demonstrated well developed financial skills, including budget preparation, monitoring and reporting, and the ability to interpret and apply financial and accounting practices and procedures.
2. Demonstrated considerable understanding of, and ability to apply, human resource management principles and practices.
3. Demonstrated well developed project management and organisational skills with the ability to deliver outcomes on schedule.
4. Demonstrated sound conceptual, analytical and problem-solving skills, including the ability to identify and resolve problems.
5. Demonstrated well developed oral, written and interpersonal communication skills with an ability to deal with a wide range of individuals at all levels.

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
- 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 30 January 2025
Reference D25/0199271