



## Human Resource and Business Support Officer Dalyellup College

<b>Position number</b>	00031936
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	Nil

### Context

Information about Dalyellup College is available on [Schools Online](#).

Further information about the Department of Education is available at [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Assist the Manager Corporate Services in the administrative, financial, physical and human resources aspects of the college's operations.
- Provide effective training to support staff in administrative procedures and business management software.
- Assist in the development, coordination and implementation of staff induction, probation, performance management and development programs and staff exit processes.
- Provide advice and support in the coordination of human resource activities and operations.
- Research and assist in the development and implementation of strategic human resource solutions to workforce planning and profiling, succession planning and budget/establishment management.
- Manage Working with Children and Criminal Screening checks, pre-employment requirements and appointment documentation.
- Coordinate the process of leave and relief management and assists with staff timetabling and rostering processes.
- Coordinate and monitor the operation of human resource management systems, including payroll processing and validation, mandatory reporting requirements and reconciliation of staffing allocations and budgets.

- Support the coordination of the daily operations of the College Executive, providing an administrative function to the Principal and the Executive team, including:
  - Preparation and coordination of correspondence and briefing notes.
  - Monitor the Executive team's electronic calendar and schedule appointments.
  - Manage incoming and outgoing enquiries.
- Maintain a confidential electronic filing system for the College Executive as instructed by the Principal.
- Provide support in the management and monitoring of sensitive matters handled by the College Executive which may include; complaints, incidents and mandatory reporting matters such as child abuse and referrals to Standards and Integrity.
- Develop and maintain effective working relationships with internal and external stakeholders.

### **Selection criteria**

1. Demonstrated skills and considerable experience in the delivery of administration and executive support services.
2. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to liaise effectively with staff at all levels and work as part of a team.
3. Demonstrated sound human resource management knowledge and skills, including the ability to provide effective support and input into the development, implementation and monitoring of human resource management processes.
4. Demonstrated considerable experience providing input and effective support to the development, management, implementation and monitoring of business operations, systems and plans.
5. Demonstrated sound conceptual, analytical and problem solving skills and the ability to identify appropriate solutions.

### **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 of Education'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            5 March 2025  
Reference    D25/0237946