

Business Support and Human Resource Officer

Brookman Primary School

Position number	00043601 (9 month temporary position only)
Agreement	Department of Education (School Support Officers) CSA Agreement 2021 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 4)
Direct reports	Nil

Context

Information about Brookman Primary School is available on [Schools Online](#).

Further information about the Department of Education is available at education.wa.edu.au.

Key responsibilities

- Assist the Manager Corporate Services in the administrative, marketing, corporate sponsorship, physical and human resources aspects of the school'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 leave and relief management and assist 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.
- Develop and maintain effective working relationships with internal and external stakeholders.

Selection criteria

1. 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.
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 considerable experience providing input and effective support to the development, management, implementation and monitoring of business operations, systems and plans.
4. Demonstrated sound conceptual, analytical and problem-solving skills and the ability to identify appropriate solutions.
5. Demonstrated initiative and sound organisational skills with the ability to prioritise tasks to meet deadlines.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance 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
- 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 10 May 2023
Reference D23/1143968