

Administrative Support Coordinator: Human Resources

Cecil Andrews College

Position number	00047295
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

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

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

Key responsibilities

- Assist in coordinating a diverse range of day-to-day administrative operations with a human resource management emphasis to support the college's administrative team.
- Undertake duties for teaching and support staff in relief coordination, payroll validation and mandatory reporting requirements, leave management and support.
- Provide support in human resource management in HRMIS in relation to teaching and support staff as well as general human resource management assistance, training and advice as required.
- Develop and maintain effective working relationships and community networks.

Selection criteria

1. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of business operations and systems.
2. Demonstrated initiative and good organisational skills, including the ability to meet deadlines and identify priorities.
3. Demonstrated human resource management skills and knowledge of human resource practices.
4. Demonstrated well developed computer skills, including the ability to create, operate, extract reports and manipulate databases, spreadsheets and financial operating systems.

5. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise with individuals at all levels and work effectively in a team environment.

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'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 12 May 2025
Reference D25/0425665