

Role Description



Administration Officer (Generic)

Job Ad Reference			
Job Evaluation No.	17480	TRIM No.	17/326746
Work Unit	State Schools/State High School or Other Educational Institution		
Location	Various locations throughout the State		
Classification	AO3 Qld Public Service Officers and Other Employees Award - State 2015		
	36 ¼ hour week		
	Permanent / Temporary / Full-time / Part-time		
Job Type	Temporary period until XXXX unless otherwise determined		
Salary Range	per annum		
	<i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		
Contact Officer			
Contact Telephone			
Closing Date			

Your employer

The Department of Education and Training (DET) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DET is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training and Skills Division works to meet the current and future needs of the economy through building a world class training system to enhance the skills of Queenslanders and optimise employment opportunities. The division achieves this through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, informing consumers, supporting a quality Vocational Education and Training (VET) sector and providing whole of government leadership on training and skills issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.

State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.



State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.det.qld.gov.au

Your opportunity

As the Administration Officer, you may undertake work across a broad range of corporate service activities, including human resource (HR), financial and facilities, and/or undertake a narrow range of duties relating to a specific corporate services function. Assist in identifying and implementing process improvement opportunities for the efficient and effective provision of corporate services to support school operations.

The Administration Officer, reports to the Principal/Executive Principal or nominated delegate.

Your role

You will have responsibility for leading the following activities and undertaking the following key tasks:

- Contribute to the day to day management support staff within the school/college, including identifying corporate service issues, coordinating recruitment and selection, induction and training of support staff and where necessary, provide Injury Management support for staff.
- Interpreting departmental and school policies, guidelines and ensuring legislative and procedural requirements are met.
- Assist the Principal/Executive Principal/Business Manager in identifying workforce needs including maintaining accurate records, tracking staff data, monitoring staff replacement and ensuring all relevant compliance training is valid and current.
- Assist with the daily supervision of support staff by monitoring workloads, identifying workforce skills needs, and highlighting any performance issues to the Principal/Executive Principal/Business Manager, including research of professional development opportunities for support staff.
- Develop, monitor and track Blue Card processes and Accumulated Days Off (ADO) arrangements, assist with timesheet recording and signatories for support staff and provide advice to staff of leave entitlements
- Under the direction Principal/Executive Principal/Business Manager, organise and manage supply and contract placements for both teaching and support staff.
- Provide a range of financial administrative activities and operations including data entry, maintenance of financial registers, computing and clerical support for the effective operations of the office, in accordance with legislative, policy and procedural requirements
- Under the direction of the Business Manager, assist with regular budget reviews and provide program managers with budget and purchasing information. Assist in the management of payment plans, Centerpay, school/college purchased time, and identifying and implementing process improvement opportunities.
- Assist with the day to day management of the school's financial activities, including identifying problems, negotiating with program managers, conducting research, seeking advice and recommending solutions.
- Assist the Business Manager with the management and coordination of resources, asset management and facilities, including regular stocktakes, scheduling and managing maintenance activities, facility hire, conducting inspections to ensure building and facilities comply with all security and safety requirements for all users.
- Support the Business Manager with capital works projects and coordinate minor works, including management of maintenance requirements in accordance with the Maintenance Assessment Report and school needs; this may include use of external operating system.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal/Executive Principal, Business Manager or nominated delegate.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Working knowledge or the ability to rapidly acquire a working knowledge of applicable legislation, policies, directives and procedures to provide high standards of human resource and administrative support.

2. Achieves results

Proven ability to work independently with limited supervision and collaboratively as part of a team, to reliably organise individual workloads, meet agreed deadlines and client service standards.

3. Supports productive working relationships

Ability to consult with staff at all levels and to develop and maintain effective working relationships with external clients or contractors.

4. Displays personal drive and integrity

Capacity to use effective corporate skills to develop and review services and practices that impact on the school/college and human resource requirements.

5. Communicates with influence

Well-developed, interpersonal and communication skills including the ability to maintain confidentiality, while developing positive working relationships with a wide variety of individuals within the school community.

Additional information

- **For temporary positions** - The duration of this position will be dependent on work demands and the availability of ongoing funding. Delete if not applicable
- The Department has provided Functional Jobs Requirement Reports, providing general information on the physical and psychological demands of certain positions. This should be considered in conjunction with the specific expectations and environments of individual schools. [Primary Administration Staff](#)
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.

- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au

Work Profile

Administration Officer AO3



The ability to perform all tasks is dependent on the employee's fractional hours. The following is an indicative, rather than exhaustive list of activities that the role may be expected to lead, in addition to the activities outlined in the role accountability section of this document:

Finance

- Assist in the development and delivery of systems and processes that contribute to the achievement and enhancement of outcomes through improved financial and resource management, the provision of best practice services, systems and policies, and the provision of professional analysis and advice.
- Perform the day to day management of the school's financial activities, including identifying problems, negotiating with program managers, conducting research, seeking advice and recommending solutions.
- Identify alternative options for managing the school/college financial resources and assist the Business Manager to determine appropriate courses of action.
- Undertake and process allocated work in accordance with legislative, policy and procedural requirements.
- Provide a range of financial administrative activities and operations including the provision of data entry, maintain financial registers, and providing computing and clerical support for the effective operations of the office.
- Ensure that all accounts are paid and recovered in a timely and accurate manner and provide advice on financial matters.
- Process invoices, purchase orders, corporate card and charge accounts into the OneSchool system in an accurate and timely manner.
- Assist with regular budget reviews and provide program managers with budget and purchasing information.
- Perform reconciliations of school Corporate Cards, Bank reconciliations and monthly Business Activity Statements.
- Provide advice to school staff on GST considerations for school activities for example, purchasing of resources and services, excursions and fundraising.
- Assist in managing the Student Resource Scheme, Accounts Receivable, Bank Reconciliation and Business Activity Statement (BAS)
- Assist the Business Manager with the management and coordination of resources, asset management and facilities, including regular stocktakes.
- Assist in the management of payment plans, Centerpay, school/college purchased time, and identifying and implementing process improvement opportunities.
- Management of the asset database for Oneschool, including supplier information and coordination of the yearly stocktake.
- Oversee and assist with the data entry of employee claims, supplier's invoices and vendor master data to ensure information is completed in an accurate and timely manner.
- Undertake the reconciliations of invoicing, receipting and reconciliation of customer accounts.

Human Resources

- Assist with the day to day management of the school/college human resource activities, by identifying human resource issues, organise and manage supply and contract placements for both teaching and support staff, under the direction of the Principal, Business Manager or nominated delegate.
- Consult or liaise with other departmental officers and community representatives to ensure that corporate services provided to the school meet legislative, policy and procedural requirements.
- Perform duties associated with keeping accurate records of the school/college human resources.

- Coordinate the recruitment and selection, induction and training of support staff in conjunction with the Business Manager and/or the Principal/Executive Principal.
- Process and monitor staff leave, provide advice to staff on leave requirements.
- Assist in the monitoring compliance training for school/college staff, including Blue Card processes.
- Assist in identifying workforce needs, including tracking staff data, specifically replacement and non-replacement staff.
- Cleaning operations including the review of cleaning areas and supervision of cleaning staff.
- Assist with timesheet recording, management and checking of signatories of all school support staff.
- Develop, monitor and track Accumulated Days Off (ADO) agreements for support staff.
- Where required, assist with data in relation to timetabling and subject changes for teaching staff.
- Work collaboratively with colleagues to develop and manage administrative support to school operations.
- Assist in identifying workforce skill needs, including research of professional development opportunities for support staff.
- Where necessary provide claims management services including:
 - Providing rehabilitation case management functions for non-complex WorkCover and QSuper claims.
 - Collating, tracking and forwarding paperwork and medical certificates for WorkCover and QSuper claims.
 - Liaising with the regional Injury Management Team on leave for employees on WorkCover, QSuper or rehabilitation.
 - Providing the range of services to support employees.

Facilities

- Support all aspects of facilities management including cleaning services, building infrastructure, furniture and assets.
- Liaising with external contractors.
- Scheduling and managing maintenance activities, through identification of maintenance requirements in accordance with the Maintenance Assessment Report and school needs, with the use of Built Environment Materials Information Register (BEMIR).
- Conducting inspections to ensure building and facilities comply with all security and safety requirements for all users.
- Implementing and monitoring process in accordance with departmental policy for the issue of school keys to staff, hirers and community users.
- Support capital works projects and coordinate minor works; including the maintenance of buildings and grounds and procurement of furniture and fittings.
- Oversee facility hire activities including liaison with hirers and development of hire agreements for approval.
- Assist with the management and support of grounds, facilities and cleaning staff by providing support, sharing learning and demonstrating personal integrity.