

## Role Description

## Administration Officer (Generic)

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

**17480**

Content Manager No.

**17/326746**

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**AO3 Qld Public Service Officers and Other Employees Award - State 2015**

**36 ¼ hour week**

### Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Administration Officer, you will:

- 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

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- 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 responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.

- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

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- This role description works in conjunction with the Candidate Information Package.

# 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.