

Department of Education

STATEMENT OF DUTIES – April 2022

Title	Business Support Officer
Number	976623
Division	Support and Development
Branch	Teaching and Learning
Section	N/A
Sub-Section/Unit/School	N/A
Supervisor	Assistant Director Literacy and Numeracy
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 4
Employment Conditions	Fixed term, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	North West

The Role

Provide high level clerical, administrative and budget support to the Teaching and Learning Unit, including support for Literacy and Numeracy and Early Learning Initiatives. Contribute to the efficient operation of the unit including the provision of high level client service.

Level of Responsibility/ Direction and Supervision

The occupant is responsible for providing high level and effective administrative assistance to the Teaching and Learning team and for the efficient day-to-day management of the office, together with coordinating allocated budget and resources for Literacy, Numeracy and Early Years Initiatives.

The occupant is expected to exercise significant judgment, initiative and discretion and work with minimal supervision. Receives general direction from the supervisor with guidance and information from the Director, Teaching and Learning

The department has a range of delegations in operational areas including Finance, Human Resources and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with any specified limitations.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and

- Decisions and actions are made ethically and with integrity, on the basis that such is legal, is right and is reasonable based on an objective standard.

Primary Duties

1. Provide high level administrative and clerical support to senior management and the Teaching and Learning team particularly with the administration of professional learning, resources and initiatives.
2. Assist with the management of the administrative, human, financial and physical resources for Literacy, Numeracy and Early Learning Teams This includes but is not limited to the effective monitoring and management of budgets and financial reports.
3. Assist with the flow and management of information within the unit including investigation, research, initiation and timely preparation of materials for correspondence, reports and information.
4. Provide effective and efficient administrative and executive support to the team and undertake research into operational issues and provide advice and recommendations on alternatives and options that support service delivery.
5. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competency and training of the occupant.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. High level administrative and clerical skills and experience, including administrative, human, financial and physical resources resource management.
2. Demonstrated planning, organising and problem solving skills, including the capacity to organise work schedules, use initiative, set priorities and work with minimum supervision as part of a team.
3. Highly developed interpersonal and written and oral communication skills, including the ability to prepare correspondence and to handle sensitive situations with diplomacy and confidentiality.
4. Sound knowledge and experience in the use of office software products and information and records management systems.
5. Demonstrated knowledge and understanding of the functions performed by the unit and the Department, or the ability to acquire such knowledge.

Requirements

- Essential**
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
 - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Desirable**
- Nil

Working within the Department of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government's priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First: Every Learner, Every Day* Strategic Plan, and the *Libraries Tasmania Strategy*.

Our Commitment	Working together we inspire and engage all learners to learn more every day.
Our Values	Aspiration, Respect, Courage and Growth.
Our Goals	Access, Participation and Engagement; Early Learning; Wellbeing; Literacy and Numeracy.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that inspires and supports all learners to succeed as connected, resilient, creative and curious thinkers.

Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

The Department of Education is committed to providing a safe workplace for all employees and has zero tolerance to all forms of violence.

State Government workplaces and vehicles are non smoking environments.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

HR Office use only:

APPROVED BY HRM DELEGATE: 973874 – Assistant Director Workforce and Personnel Services – April 2022

Request: 7002118

Date Duties and Selection Criteria Last Reviewed: 04/22 VRH
