

**DEPARTMENT FOR EDUCATION & CHILDREN'S SERVICES - DECS  
(SCHOOL SERVICES OFFICER AWARD)  
JOB & PERSON SPECIFICATION**

LOCATION: Anangu Education Services - Ernabella Office (S.A.)

POSITION TITLE: Administrative Officer

CLASSIFICATION: SSO4

TENURE: Full-time – 37 ½ hours / week with leave conditions  
4 weeks annual leave

SPECIAL CONDITIONS: Locality Allowance payable

Housing available in Ernabella

Travel allowance – 4 days per year

### **JOB SPECIFICATION**

---

#### **Position Characteristics**

In 1987 the Minister of Education gave Policy Control for education on the Pitjantjatjara Lands to the Pitjantjatjara Yankunytjatjara Education Committee (PYEC) Inc. and followed this in 1992 by granting them Operational Control of education. PYEC has commissioned Anangu Education Services (AES) to provide the education service. This service operates across 10 geographically distinct sites that cover approximately the 100,000 square kms of the Pitjantjatjara Lands in the far north-west of S.A.

Although each site is independent, with its own Principal, the schools work in a multi-campus manner to facilitate curriculum delivery and streamline administrative processes. School programmes are offered from CPC through to Secondary level. The Administrative Officer's position is based in Ernabella, one of the communities centrally located on "the Lands", some 1300 road kilometres from Adelaide. Although based in Ernabella, the position works across all locations.

The Administrative Officer ensures the delivery of administrative and financial services through,

- supporting school curriculum
- the achievement of outcomes outlined in the School Management Plans for the Anangu Schools and the PYEC Inc.

Individual schools are contributing to broader community development processes by offering training opportunities, and empowering Anangu through decision-making processes. Extensive travel between sites is required and overnight stays are often necessary.

The Administrative Officer will be required to work in an evolving situation where high staff turnover is characteristic of workplaces in remote areas and as such will be constantly training others.

Financial, administrative and operational procedures for Anangu schools have been established with many aspects of the procedures being centralised at Anangu Education Services – Ernabella Office (AES-EO). The Officer trials and recommends systems within schools.

Practices are being constantly examined and evaluated in an effort to support the Anangu desire for self-determination and to streamline the efficiency of service provision to schools.

While Principals manage school-based support staff, the Administrative Officer will be required to:

- advise and consult with Principals
- work collaboratively with, and advise support staff

on matters relating to DECS finance and administration. The Administrative Officer has significant responsibility for achieving outcomes and has authority to make changes in accordance with DECS and school policies. The Officer formulates guidelines and policies on matters related to administrative and financial procedures.

It is important to realise that many staff are non-English speaking people who have specific training and development needs.

---

#### **Summary of the Broad Purpose of the Position and its Responsibilities / Duties**

---

---

The Administrative Officer is a key member of the AES-Ernabella Management team, who provides critical information, knowledge and judgement, and is accountable for the following operations:

- effective administrative, financial, personnel services and asset management through the provision of timely advice to Principals of all Anangu Schools, AES - Ernabella Office, and the PYEC Inc.: including all financial and budget systems, buildings, grounds and equipment maintenance and development, which contributes to the achievement of educational objectives.
- undertakes a line management role for the SSO 1 and SSO2 at AES – Ernabella Office and is responsible for all associated human resource management issues.

---

### **Reporting / Working Relationships**

The Administrative Officer:

- is accountable to the Coordinating Principal.
- works closely with Superintendent, AES – Adelaide Office, AES - Ernabella Office staff, Director of PYEC and site Principals.
- provides leadership and works closely to support all SSO staff.
- liaises with, and assists all levels of staff.
- liaises with both Government and outside agencies, and private contractors.
- is line manager to AES – Ernabella Office SSO staff.

---

### **Special Conditions**

- Extensive travel will be required involving work outside normal working hours.
- Will be working in a cross-cultural community environment where English is the minority language.
- A current drivers license is essential.

---

### **Statement of Key Responsibilities / Duties**

1. Manage the financial and administrative operations of all Anangu Schools (with their associated Homelands Schools), the AES - Ernabella Office and the PYEC Inc. by:
  - Conducting accounting and monitoring financial transactions
  - Budget management according to DECS and school policy
  - Monitoring State & Commonwealth Grants, including Support Grants, Back to School, DSP, ASSPA, VEGAS, and Childcare, and preparing appropriate financial reports
  - Convening financial meetings.
  - Ensuring maximum return on investments through analysing cash flows for each account to ensure sustainable cash investments. Advising Principals on action to be taken in relation to deposits and redemptions.
  - Recommending and trailing alternatives in financial management.
  - Advising Principals on financial matters.
  - Applying for School Card funding.
  - Preparing annual financial statements and records for audit, including negotiation with Audit Officers.
  - Overseeing payment of wages, holiday payments and leave management for D-type personnel,
  - Overseeing payment of wages, taxation, superannuation and workcover, for School Council employees and subsequent liaison with these agencies.
  - Management of all records – financial / staff and student / asset registers and historical archives.
  - Advising Principals and SSO's on school organisational development
  - Maintaining a centralised Staff data-base which incorporates all D-type staff for the purpose of leave management.
  - Maintaining a centralised Student data-base to enable enrolment and curriculum “tracking” of all students.
2. Ensure the promotion and implementation of the Principles of Public Administration and Personnel Management in particular Equal Opportunity, Occupational Health & Safety and Merit Principles by developing and

maintaining effective personnel management. This includes supervision, selection, induction, training and development, leave, industrial matters and Award considerations for all Anangu Schools and AES – Ernabella Office, through:

- Jointly negotiating role descriptions, for non-teaching staff
  - Job design and monitoring of work programmes and practices, for non-teaching staff
  - Planning, developing, facilitating, and delivering staff training and development for support staff i.e. non-Anangu and Anangu School Service Officers (SSO's) and Groundspeople
  - Negotiate individualised training and development plans which are culturally inclusive
  - Providing a personnel management framework for support staff including performance management and feedback on performance
  - Providing detailed assistance and advice for newly appointed Principals in personnel management practices.
3. Coordinate routine, emergency and programmed maintenance requirements, and facilities development for all Anangu Schools / Sites by:
- liaising with Principals, general service contractors and the DECS
  - providing information on building maintenance, including administrative processes and policies
  - ensuring that security measures are adopted and maintained, including the maintenance of key registers.
  - ensuring efficient management of maintenance funds to cover 10 DECS sites – currently \$500,000.
4. Contribute to the planning, policy and decision making processes of Anangu Education Services by providing an advisory services to the Superintendent, AES – Adelaide, Coordinating Principal, individual School Principals and School Councils on administrative and financial matters by:
- Reporting on schools' progress and administer assistance to advance areas of difficulty.
  - Preparing correspondence and reports which include evaluating current processes and suggesting and trailing alternatives.
  - Reviewing and evaluating school services to meet changing priorities and objectives.

*In addition to the Financial and Administrative Management listed in 1:*

5. Ensure the efficient operation of the AES – Ernabella Office through:
- controlling the purchasing function by liaising with AES staff and authorising purchase orders
  - line management of AES – Ernabella Office SSO's, Grounds staff and Cleaners
  - coordinating accommodation for visitors at the centre
  - preparing for cluster meetings including liaising and negotiating with meeting coordinators

---

**ORGANISATIONAL PERSPECTIVE &  
STATISTICS RELEVANT TO THE POSITION:**

---

P.Y.E.C. Inc.

Manager – Anangu Education Services (Adelaide)

Coordinating Principal / Director P.Y.E.C. (AES – Ernabella)

<u>AES-Ernabella Office</u>	Operating Budget
Consultants x 5 ( <i>Including Administrative Officer</i> )	\$100,000.00
SSO's & Support staff x 4	Building Maintenance / Minor Works Funding - \$500,000.00

School Principals x 7 / Anangu Coordinators x 7

<u>School</u>	<u>Total Staff</u> (plus AEW's)	<u>SSO's</u> (inc. Anangu & non-Anangu)	<u>Enrolment</u> at July 1999	<u>School Card</u> at 31/7/99	<u>Balance of</u> <u>School Funds</u>
Amata	9.5 + 4	2	66	100%	\$228,000
Ernabella	10.2 + 5	3	100	100%	\$254,000
Kenmore Park	2.0 + 2	0	25	100%	\$ 93,000
Fregon	7.0 + 4	2	60	100%	\$138,000
Mimili	7.0 + 4	2	80	100%	\$ 94,000
Indulkana	9.0 + 4	2	80	100%	\$205,000
Murputja	3.5 + 5	0 at present	25	100%	\$ 68,000
Pipalyatjara	8.0 + 5	1	57	100%	\$123,000
Watarru	1.0 + 1	1	20	100%	\$ 30,000

---

**PERSON SPECIFICATION****Essential minimum requirements (those characteristics considered absolutely necessary)**

---

**1. Personal Abilities / Aptitudes / Skills**

- Demonstrated high level skill in establishing effective communication and collaborative working relationships with staff to achieve goals.
- Proven interpersonal skills and initiative which enables them to communicate effectively in a cross-cultural situation both verbally and in writing.
- Demonstrated planning, implementation, and evaluation of tasks to bring about change.

**2. Experience (including Community Experience)**

- Proven experience in the operation of computerised accounting, spreadsheets and communication systems.
- Proven experience in preparation of budgets and financial management.
- Proven experience in the development and conduct of training and development programmes.
- Proven experience in Personnel Management.

**3. Knowledge:**

- Knowledge of current financial and administrative management processes.
- Demonstrated knowledge of issues affecting Aboriginal people.