



# JOB DESCRIPTION FORM

The Department of Parks and Wildlife has the following mission:

To ensure that the nature of Western Australia is protected and conserved, for its intrinsic values and to enrich peoples' lives.

## 1. Position Details

<b>Position Title</b> Administrative Assistant			<b>Position Number</b> DPW3036377
<b>Level/Grade</b> Level 2	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSGA 2014	<b>Effective Date</b> 14 November 2016
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Pilbara Region	
<b>Section</b>		<b>Location</b> Karratha	

## 2. Reporting Relationships

<b>Position Title</b> Regional Business Manager	<b>Level/Grade</b> Level 6
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Responsible to

<b>Position Title</b> Administration & Finance Coordinator	<b>Level/Grade</b> Level 4
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Responsible to

**This position**



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

Department of  
Parks and Wildlife  
REGISTERED JDF

HR OFFICER:   
28 Nov, 2016

Other offices reporting directly to this office

Position title	Level/Grade
Clerical Officer	Level 1

## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under the immediate direction of the Administration & Finance Coordinator:

- Provides administrative, financial and customer services support in relation to the daily running of the Pilbara regional office.
- Maintains office systems and procedures, administration work programs, filing, banking, wages and salary allocations and assists regional staff in administrative matters.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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#### 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under the immediate direction of the Administration & Finance Coordinator:

##### **FINANCE (45%)**

1. Undertakes the preparation and processing of accounts payable accurately and prepares and processes journal transfers and revenue transactions in the Oracle financial system.
2. Prepares and processes sundry and miscellaneous debtors invoices accurately.
3. Responsible for the collection, processing and banking of revenue.
4. Responsible for verifying and allocating departmental credit card transactions.
5. Assists with monitoring revenue, expenditure and associated budgets and providing recommendations on remedial action, where necessary.
6. Assists with the approval and monitoring of recoupable works projects to ensure all costings are in accordance with the *Trade Practices Act 1974 (Commonwealth)*.
7. Assists in maintaining financial systems.

##### **ADMINISTRATION (35%)**

8. Assists in the coordination and delivery of administrative services to for the Pilbara regional office.
9. Assists with the management and delivery of clerical activities to ensure that an adequate level of administrative and financial management is achieved.
10. Maintains filing systems ensuring compliance with departmental and legislative record management requirements.
11. Ensures compliance with the *Financial Management Act 2006*, Treasurer's Instructions, departmental manuals, Awards, circulars, and policy statements.
12. Assists in and advises staff on supply policies and procedures.

##### **BUSINESS (5%)**

13. Assists with the management and coordination of business activities occurring throughout the Pilbara region and identifies and rectifies problems.

##### **FIELD OPERATIONS (5%)**

14. Coordinates and operates radio and telephone communications with officers in the field.
15. Assumes a defined role in departmental emergency plans.

##### **GENERAL (10%)**

16. Provides information to the public, specialist branches and other government agencies on departmental services and facilities.
17. Ensures implementation of safe working practices in office workplace and participates in specific duties as required by the region.
18. Responsible for office security.
19. Maintains departmental asset and property equipment registers.
20. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
21. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the Regional Manager.
22. Performs other duties as required by the Administration and Finance Coordinator and the Regional Business Manager.

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## 5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following three criteria. These should be addressed in no more than three pages in total.

1. Experience in office procedures, records management and administrative functions
2. Experience in the use of and application of personal computers, including word processing, spreadsheet packages.
3. Experience in financial management and budgeting, with preference for knowledge of financial management and human resource management systems.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

4. Well-developed oral and written communication, interpersonal, organisational and team participation skills.
5. Ability and willingness to assume a specific role in emergency incident responses.
6. Understanding of occupational health and safety, and equity and diversity principles and practices.
7. Current 'C' Class Driver's Licence.
8. Knowledge of the *Financial Management Act 2006*, *Trade Practices Act 1974 (Commonwealth)*, and Treasurer's Instructions and other legislation, awards and procedures relevant to the department. **(Desirable)**
9. Knowledge of and experience in Oracle financials and Alesco personnel / payroll systems. **(Desirable)**
10. Knowledge and use of HF radios. **(Desirable)**
11. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience **(Desirable)**.

### Parks and Wildlife values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

#### Essential:

*Open, Accountable, Creative, Responsive, Outcome-focused, Collaborative, Integrity.*

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" type="checkbox"/> District Allowance	<input checked="" type="checkbox"/> North West Leave	
	<input checked="" type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Personal Computer, radio communication equipment, office equipment		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on National Police checks.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	531111
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## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>