



## Job Description Form

# Administrative Assistant

### Position Details

<b>Position Number:</b>	Generic
<b>Classification:</b>	Level 2
<b>Award / Agreement:</b>	PSA 1992 / PSGOCSAGA 2017
<b>Organisational Unit:</b>	Service Delivery / Service Delivery Regional and Remote
<b>Location:</b>	Various Metropolitan and Regional Locations
<b>Classification Evaluation Date:</b>	September 2012
<b>JDF Review Date:</b>	15 January 2019

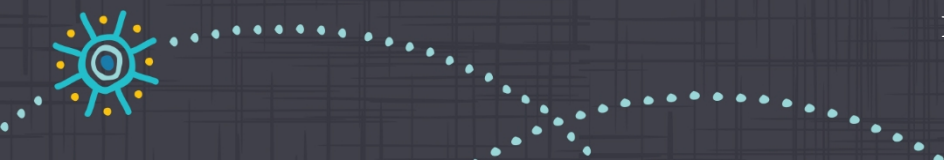
### Reporting Relationships

**This position reports to:**

Generic, Business Manager, Level 5

**Positions Under Direct Supervision:**

This position has no subordinates.



## About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

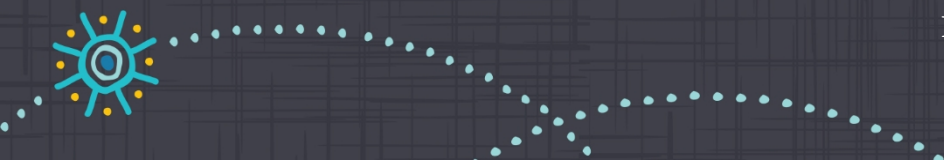
The Department's functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

## Role Statement

This position is responsible for Provision of administrative support to District Director, Assistant Director and Team Leaders in the District. Contributing to the effective management of the district office by providing a high level of customer service in relation to administrative matters. Maintenance of spreadsheets and local office systems.



## Duties and Responsibilities

### 1. ADMINISTRATION

- 1.1 Administrative support to the District staff and contributes to the effective management of the district by attending meetings as required.
- 1.2 Responsible for the maintenance of local office systems.

### 2. HUMAN RESOURCES

- 2.1 Maintains district and team staffing spread sheets e.g. attendance, leave, bring up renewals etc
- 2.2 Facilitates in the preparation/check of all HR forms including Workers Compensation.
- 2.3 Facilitates in the reconciliation of leave, overtime/TOIL and audits timesheets.

### 3. FINANCE

- 3.1 Responsible for the filing, retention and disposal of accounting records,
- 3.2 Responsible for the preparation of monthly accrual accounting activities.
- 3.3 Assists in management of petty-cash advance and banking of monies.
- 3.4 Assists in the process of purchasing and accounts payment in accordance with the department's Administration Manual entries including payments by Corporate Credit Card.
- 3.5 Assists in the payment and processing of client payments.
- 3.6 Maintains a register of all monetary forms.

### 4. PHYSICAL RESOURCES

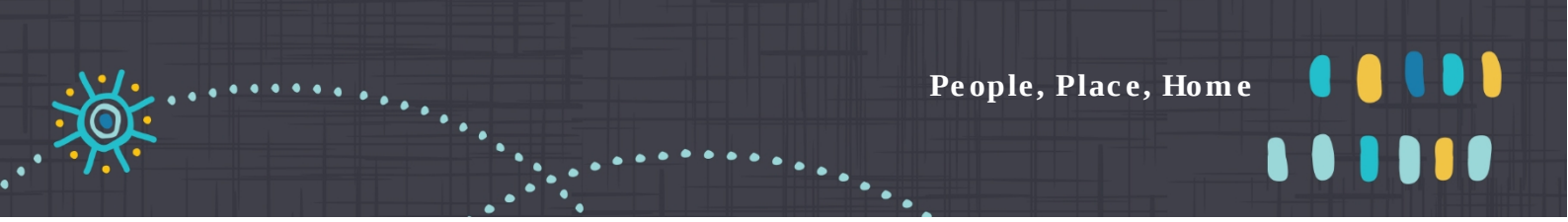
- 4.1 Assists with certifications, transfers, maintenance and registration of all equipment and asset management.
- 4.2 Assists in the maintenance and security of all property.
- 4.3 Assists in the maintenance and security of all property.

### 5. INFORMATION MANAGEMENT AND TECHNOLOGY

- 5.1 Assists with the scanning and filing of virtual documents within Objective and retention of relevant documentation.
- 5.2 Ensures compliance with legal and administrative requirements for managing information in relation to the retention and disposal of documents.
- 5.3 Maintains all administration files and relevant spreadsheets.
- 5.4 Provides assistance to staff in relation to local IT problems in hardware and software applications.

### 6. OTHER

- 6.1 As directed by the Business Manager, coordinates across the District responses to organisational requests.
- 6.2 Participates in emergency management and response duties as required.
- 6.3 Other Duties as directed.



## Essential Work-Related Requirements (Selection Criteria)

1. Demonstrated experience in clerical and administrative procedures, including the use of computer systems.
2. Knowledge and experience in accounts payable principles and practices.
3. Good interpersonal, verbal and written communication skills, including an ability to provide a user-friendly service and work collaboratively in a team environment.
4. Demonstrated organisational and planning skills, including the ability to set priorities and meet deadlines.



## Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Appointment is subject to a satisfactory Working with Children (WWC) Check
3. Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.

## Delegate Certification

<Insert Delegate Name> <Insert Delegate Title>

<SIGNATURE>

<Insert Date>

## HR Registration

HR CONSULTANT

15 January 2019