**Job Description Form**

**District Administration Officer**

**Position Details**

**Position Number:**  Generic

**Classification:**  Level 3

**Award / Agreement:**  PSA 1992 / PSCSAA 2019

**Organisational Unit:** Community Services / Rural and Remote / District Office

**Location:** Various

**Classification Date:**

**Effective Date:** November 2020

**Reporting Relationships**

**This position reports to:**

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; 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**

The District Administration Officer under the guidance of the Business Manager is responsible for:

* Developing and maintaining quality administrative services to the District Office.
* Providing and ensuring quality assurance at District level through financial analysis.
* Supporting the efficient operations of the District by facilitating the induction of staff into the district.
* Undertaking projects and providing an executive support to the District Director.
* Facilitating the development and maintenance of quality information management and technology systems for the District.

**Duties and Responsibilities**

**1. Administration**

1.1 Develops and provides quality administrative services to the District Office as required.

1.2 Participates in the development of local district based operation support systems consistent with corporate requirements.

1.3 Supports the efficient operations of the District administrative services.

**2. Finance**

2.1 Responsible for the process of purchasing and accounts payment through the financial management system and Corporate Credit Card, in accordance with the department’s Administration Manual entries.

2.2 Liaises with creditors on various enquiries, attends to enquiries for staff and other clients concerning purchases and accounts processed for payment.

2.3 Assists with budget monitoring.

2.4 Responsible for petty cash and banking of monies and performs the role of Incurring Officer.

2.5 Ensures monthly acquittal and filing of accounting batches in relation to Credit Card and client payments is undertaken.

**3. Human Resources**

3.1 Supports the Business Manager in Human Resource planning and FTE/Salary management.

3.2 Responsible for the preparation and quality control of all Human Resource forms including Workers Compensation, overtime/TOIL and time sheets.

3.3 Facilitates the induction of newly appointed staff into the district in relation to personal accommodation, salary, office accommodation and equipment, criminal records clearances and other HR related matters as necessary.

**4. Government Regional Officers Housing (Country Services)**

4.1 Assists in managing Government Regional Officers Housing (GROH) for staff within the district.

4.2 Processes staff applications for GROH and rental deductions and adjustments.

4.3 Assists in liaising with regional GROH officers in relation to GROH issues.

**5. Physical Resources**

5.1 Responsible for the effective operation and maintenance of the Districts vehicle fleet.

5.2 Responsible for the maintenance and security of property and assets including liaison with local building management.

5.3 Undertakes certifications, transfers, maintenance and registration of all equipment and asset management.

5.4 Provides information to the Business Manager in relation to minor and capital works.

**6. Projects**

6.1 Undertakes projects as directed by the District Director and Business Manager.

6.2 Provides executive support to internal and external committees as directed by the District Director.

**7. Document Management**

7.1 Responsible for ensuring all source documents related to client files are managed as prescribed in the Administration Manual and the maintenance of day files as per the department’s approved retention and disposal schedule.

7.2 Assists in the management of administrative physical and virtual files created in line with the department’s file plan.

**8. Other**

8.1 Ensures a quality customer service is always provided.

8.2 Participates in Emergency Management and Response duties as required.

8.3 Provides assistance for staff in local IT problems in hardware and software applications.

**9. Corporate Responsibilities**

9.1 Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

9.2 Actively participates in the Communities performance development process and pursues professional and personal development opportunities.

9.3 Undertakes other responsibilities as directed.

**Essential Work-Related Requirements (Selection Criteria)**

1. Demonstrated knowledge and experience in financial analysis, human resource management, and information management, as well as knowledge and understanding of applicable legislation.

2. Demonstrated organisational skills, including the ability to manage conflicting priorities and deadlines and work with minimal supervision.

3. Demonstrated analytical, computer and problem solving skills in relation to administration issues.

4. Effective interpersonal and written communication skills, including the ability to provide a professional customer service.

**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.