

## JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Administrative Assistant Facilities	<b>POSITION NUMBER</b> 16163	<b>CLASSIFICATION:</b> Level 2
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<b>AWARD</b> Public Service Award 1992 / PS CSA GA 2022	<b>EMPLOYMENT TYPE</b> Permanent Full-time
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<b>DIRECTORATE</b> Art Gallery of Western Australia	<b>TEAM</b> Operations
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<b>POSITION REPORTS TO</b> Facilities Coordinator	<b>POSITIONS REPORTING TO THIS POSITION</b> Nil
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<b>PURPOSE OF POSITION</b> To assist the Art Gallery with facilities management tasks.
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<p><b>CONTEXT</b></p> <p>The Art Gallery of Western Australia develops and maintains the best public art collection in the State and the world's pre-eminent collection of Western Australian art. Our purpose is to preserve, interpret, display and acquire historic and contemporary visual arts. Through our collections, programs and events, we offer visitors exciting encounters with Western Australia art, Australian Indigenous art and the art of the world. The Art Gallery of Western Australia has an established national and international reputation and brings major world exhibitions to Western Australia and takes Western Australian initiated exhibitions to the world.</p> <p>The Art Gallery of WA is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries. The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.</p>
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<b>STATEMENT OF DUTIES</b> <ol style="list-style-type: none"><li>1. Ensure that the security passes are processed for the AGWA in a timely manner by actioning them within the KPI.</li><li>2. Assist AGWA internal clients to enable tasks to be done to contribute to the successful running of events and exhibitions.</li><li>3. Coordinate and maintain a schedule of works and maintenance affecting facilities at AGWA.</li><li>4. Process invoices and Purchase Orders for facilities.</li><li>5. Undertake administrative tasks associated with credit card acquittals for facilities.</li><li>6. Source and book trades/contractors to work in the Gallery in accordance with procedures.</li><li>7. Process the supply of security passes in AGWA within the KPI.</li><li>8. Assist facilities to create forms that will improve managing the workflows that are associated with facilities.</li><li>9. Ensure that clear communication, both verbal and written is maintained with all AGWA staff.</li></ol>	<b>SPECIAL CONDITIONS</b> <p>Current Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement. Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.</p> <p>‘Australian Permanent Residency’ status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.</p>
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<p><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Ability to manage tasks and re-prioritise workload in accordance with workplace needs.</li> <li>2. Demonstrated ability in building relationships with internal stakeholders.</li> <li>3. Demonstrated organisation and time management skills</li> <li>4. Demonstrated ability to complete small projects and to work unsupervised.</li> <li>5. Well-developed computer skills, including the Microsoft Office suite of products, with the ability to produce spreadsheets and maintain them.</li> <li>6. Ability to understand that facilities is an area that enable a gallery to function smoothly and efficiently.</li> <li>7. Demonstrated ability to problem solve small tasks.</li> </ol>	<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>1. AGWA internal staff</li> </ol>
	<p><b>COMPLIANCE AND LEGISLATIVE KNOWLEDGE</b></p> <p>Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.</p> <p>Meet Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.</p> <p>Maintain current knowledge of all developments and changes in legislative requirements that apply to the state government sector.</p>
	<p><b>LOCATION</b></p> <p>Perth Cultural Centre</p>

**Manager Signature:** ..... **Date:** ...../...../..... **Employee Signature:** ..... **Date:** ...../...../.....