



Job Description Form

Administration Support Officer Disability Reform

Position number	00047734
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Director, Disability Reform (proposed)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

The Strategy and Policy Division provides strategic policy advice on local, state, and national education initiatives, and develops system wide strategies and policies to improve student and Department outcomes.

The Department of Education's Disability Reform Directorate has a key role in leading the Department's program of work that sets the direction and longer-term disability reform plan for public education. This will involve working across the agency and whole-of-government, with ongoing engagement and consultation with key stakeholders, to strengthen access and services across the public education system.

The Directorate has responsibility for progressing commitments made by the State Government, including but not limited to those related to the WA Implementation Roadmap for the Disability Royal Commission, State Disability Strategy, and other reviews and reports.

The role will support the Director and will work collaboratively across the Disability Reform Directorate and across the entire Department in the delivery of the disability reform program priorities.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide administrative support for research activities, projects, and initiatives to support the Director and staff in the Directorate as required.
- Assist in preparing project plans, reports, presentation materials, supporting materials, and monitoring systems, in accordance with Department policies and guidelines.

- Assist in preparing Ikon content associated with the functions of the Directorate.
- Respond to enquiries and engage with stakeholders as needed.
- Provide general support to the Directorate, including but not limited to, reviewing and recording correspondence, scanning documents, creating files, monitoring compliance with Departmental policies, and preparing reports.
- Maintain an effective correspondence filing system for corporate information and records relating to projects, initiatives, committees, and other directorate activities.
- Prepare and distribute meeting agendas and minutes and undertake follow up actions when required.
- Manage incoming telephone calls, visitor enquiries, diary appointments, meetings, emails, and other communications for the Director.
- Assist with travel arrangements, including preparing travel documents and booking flights and accommodation.
- Assist with the preparation of the budget, payment of accounts, credit card reconciliation, monitoring expenditure and preparing reports as required.

Selection criteria

1. Considerable experience in the delivery of administration support services.
2. Experience in purchasing, processing accounts for payments and monitoring expenditure for a work unit.
3. Strong organisational skills, with the ability to use initiative and work independently or as part of a team as required.
4. Sound written communication skills, with the ability to prepare reports.
5. Strong verbal communication and interpersonal skills, including the ability to communicate information in a clear manner and provide high-level customer service.
6. Well-developed computer application skills, including word processing, development and maintenance of databases and spreadsheets, development of presentations and experience using an electronic records management system.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 22 October 2025
Reference D25/1155148