



Job Description Form

Chambers Support Officer

Position: 01732730, 01732742, 01732743, 01732766,
01750802, 01750803, 1750805

Classification: Level 2

Business Unit	Commission Support
Location	Perth – CBD
Award	Public Service Award 1992
Agreement	Public Sector CSA Agreement
Reports to	Executive Officer to Chief Commissioner, Level 5, 00317355
Direct Reports	Nil

The Department of the Registrar provides administrative support and infrastructure to the Western Australian Industrial Relations Commission (the Commission). The Commission resolves disputes concerning industrial matters relating to the work, privileges, rights or duties of employers or employees.

The Department also provides the administration, advice and support to enable the general community, employee and employer associations, industrial practitioners and government agencies to make applications to the Commission, the Industrial Magistrates Court and the Industrial Appeal Court.

Our values define who we are, how we communicate, interact and work together and underpin everything we do.

Integrity and accountability | Respect and inclusiveness | Customer service excellence
Innovation and continuous improvement | Collaboration and team spirit



Position Summary

Provides administrative assistance to Commissioners and their Associates to ensure the efficient functioning of the Commission.

Leadership Expectations

We believe all our people are leaders irrespective of their role. We are committed to building the leadership capability of our people and to support this we have adopted [Leadership Expectations](#).

Everyone leads in a context, and the leadership context for this position is [Personal Leadership](#).

Position Responsibilities

Role Responsibilities

The Chambers Support Officer (CSO) works in the Chambers of a designated Commissioner to assist the Commissioner and their Associate. The CSO will also be required, on occasion, to assist in other Chambers and within the Department.

Administration

- Word processing and data entry, including audio typing.
- Prepare and process confidential legal documentation, including orders and decisions.
- Assist the Associate in providing administrative support to the Commissioner, including maintaining the Commissioner's calendar.
- Assist in maintaining Commission files and records, physically and electronically.
- Assist with administrative tasks in other areas of the Department as required.

Chambers Support

- Prepare hearing and conference rooms for proceedings and assist the Associate in proceedings as required.
- Relieve the Associate in hearing and conference proceedings as required and liaise with parties to matters before the Commission on behalf of the Associate.
- Assist the Associate in attending to enquiries in relation to court practices and procedures.
- Undertake legal, industrial relations and case related research for the Commissioner.
- Other duties as directed by the Registrar, the Associate or the Executive Assistant to the Chief Commissioner.



Corporate Responsibilities

- Adheres to the Values, Code of Conduct, the Public Sector Code of Ethics and all departmental Policies.
- Actively participates in the Department's Performance Development Program (PDP).
- Promotes equal opportunity, diversity and occupational health and safety in the workplace.
- Performs other tasks as directed.

Essential Criteria

1. Demonstrated administration experience and information technology skills required to perform the role, including word processing and audio typing capability.
2. Lead collectively: You complete your work to a high standard and ensure information is accurate.
3. Think through complexity: You think through complexity by following set procedures and applying your knowledge, skills and experience to identify and solve problems as they arise.
4. Dynamically sense the environment: You communicate clearly presenting relevant technical and professional information effectively.
5. Deliver on high leverage areas: You work to meet specified timelines and priorities, completing your work to a high standard, seeking guidance when required.
6. Build Capability: You recognise your role in and contribution to creating a healthy culture in your team environment.
7. Embody the spirit of the public service: You complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary.
8. Lead adaptively: You are responsive to change in your work environment.



Pre-employment requirements

Provision of 100 points identification including evidence of entitlement to live and work indefinitely in Australia for permanent appointments, or temporary visa with entitlement to work for the duration of a fixed term contract.

Appointment is subject to National Police Clearance and 6-month probation period.

Certification



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Chief Executive Officer

February 2025