



# Administrative Support Officer

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Operations Support

**Position Description Number:**

216268

**District / Branch:**

Custodial Services and Mental Health Division

**Rank / Level / Band:**

Level 3

**Work Unit:**

### Employment Conditions

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Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

### Position Objective

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Provides an efficient and effective financial management and administrative support to the Custodial Services and Mental Health Division, providing advice on human resources, physical and financial resourcing issues.

### Role of Work Unit

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Custodial Services and Mental Health Division (CS&MH) has overarching responsibility to deliver support to the frontline in the area of Custodial Services and Mental Health, in addition providing inter agency interface, liaison and operational support. Responsibilities include policy development, application and annual review, and the development of improvements to the Custody Management Application (CMA).

Mental Health responsibilities include delivery of the inter-agency Mental Health Co-Response service, Mental Health policy management, application support and annual review. A strategic interface between Department of Health, Mental Health Commission and WA Police Force frontline services and the community.

Mental Health Co-Response (MHCR) delivers a collaborative partnership between WA Police Force, WA Mental Health Commission, WA Department of Health and Edith Cowan University. The MHCR operational framework provides opportunity for early intervention and diversion away from the criminal justice system and moves people across to appropriate health system pathways. MHCR provides options to police which were not previously accessible and releases police officers in a timely manner to perform core police duties.

### Reporting Relationships

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This position reports to:

- Divisional Superintendent, Superintendent

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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## Key Accountabilities

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### 1 Finance (20%)

- 1.1 Processes account requisitions, prepares, verifies and processes accounts for payment in accordance with the requirements of the Financial Management Act (FMA) and Treasurer's Instructions (TIs).
- 1.2 Develops and coordinates business processes to administer financial functions.
- 1.3 Monitor business areas commitments and purchasing cards, and facilitates expenditure acquittals where required.
- 1.4 Provides accurate financial advice and reports to the Executive Manager / OIC.
- 1.5 Monitors and maintains Portfolio / District / Division requisitions on the RMIS system.
- 1.6 Performs the role of Releasing and Incurring Officer.
- 1.7 Operates as an effective representative of the work area in internal forums.
- 1.8 Generates reports and statistics to provide relevant information to Senior Management.

### 2 Human Resources (15%)

- 2.1 Coordinates, audits, checks and authorises claims and allowances such as overtime, shift penalties, meal allowances, annual leave loading etc. for the Portfolio / District / Division.
- 2.2 Ensures entitlements comply with and reflect relevant legislation, agreements and awards.
- 2.3 Assists with the coordination and arrangements for Police Staff contracts and unpaid contractors/work experience personnel.

### 3 Administration (45%)

- 3.1 Effectively coordinates administrative processes support to personnel within the business unit.
- 3.2 Manages filing and file movements on the Agency file management system Objective for the Portfolio / District / Division. Undertakes responsibility for the retention and destruction of records in accordance with legislation and policy.
- 3.3 Prepares agendas, memos, draft correspondence, takes and prepares minutes of meetings for the Portfolio / District / Division.
- 3.4 Coordinates data and information collection for the Portfolio / District / Division.
- 3.5 Contributes to Good Governance by assisting the OIC in compliance management and audit processes.
- 3.6 Interacts with diplomacy and professionalism with a diverse range of internal and external customers on behalf of the OIC and provides advice and initiates appropriate action to enquiries.

### 4 Assets (15%)

- 4.1 Manages the Portfolio / District / Division physical assets function, including accommodation, building equipment and vehicle issues.
- 4.2 Coordinates, assists and advises portfolio personnel on the purchasing and disposing of assets, equipment, stationary and maintenance of recording systems.

### 5 Other (5%)

- 5.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 5.2 Undertakes other duties as directed.

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## Work Related Requirements

### Essential

### Context in which work related requirements will be applied and or general standard expected.

Communication and interpersonal skills.

Preparing reports, memos and correspondence. Providing advice and information to the team. Liaising and supporting internal personnel at all levels. Working effectively as part of a team.

Conceptual, analytical and research skills.

Researching and analysing human, physical and financial resourcing issues. Investigating and sourcing information.

Knowledge and the *Financial Management Act 2006* and Treasurer's Instructions.

Sourcing, interpreting and applying financial legislation and Treasurer's Instructions.

Financial and budget management skills.

Administering the financial function. Providing budget advice to management. Coordinating, developing and monitoring budgets/financial plans.

Knowledge of human resource policies, practices and procedures.

Advising on and interpreting relevant human resource legislation, policies and police manuals.

Planning and organisation skills.

Prioritising work and adhering to deadlines.

Ability to provide secretarial and administrative support.

Monitoring and managing an office environment to support the business unit. Interacting with customers ensuring response times are effective and efficient.

## Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Certification

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

Position Title and Work Unit	Name	Date
Organisational Design Consultant Organisational Design & Analysis	Helen Mashiah	17/10/2019
A/Commander Operations Support	Kate Vivian	17/10/2019