



Job Description Form

Executive Administration Officer

Justice Health and Wellbeing Services

Position details

Classification Level: 3

Award/Agreement: PSA 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Corrective Services, Offender Services

Physical Location: Welshpool

Reporting Relationships

Responsible to: 017274 Executive Director Justice Health & Wellbeing Services –
Class 1

This position: 014071 Executive Administration Officer – Level 3

Direct reports: NIL

Overview of the position

The Justice Health and Wellbeing Service delivers a range of holistic, evidence-based and culturally responsive health care and wellbeing services for patients and clients across the Western Australian custodial estate. Delivering high-quality care in one of the most complex and restrictive environments, the Service encompasses primary health care; mental health care; alcohol and other drug services; psychological, prevention and wellbeing services; pharmacy services; allied health care and tertiary care referral services. With entry to prison marking the first opportunity for many of our patients and clients to receive health and wellbeing assistance, our Service acts as a crucial intervention point for a population with complex physical, mental and spiritual needs.

The Executive Administration Officer will assist in the administration, maintenance, monitoring and reporting of human, financial and physical resources of the Justice Health and Wellbeing Service.

The Executive Administration Officer will provide an advisory service in relation to human and financial resource policies, procedures, and other matters. In addition, the position will maintain the Prison Medical Officer rosters, timesheets, and leave records.

Job description

As part of the Operations Services team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.

Role specific responsibilities

- Assists the Executive Director and Directors by providing a professional level of administrative support within an environment of competing priorities and constant adjustment.
- Provides HR support to the Executive Director and Directors, including administering HR documentation, liaising with JHWS and the HR Branch to maintain Job Description Forms, coordinating advertising, recruitment and selection processes, and offering advice on HR policies and Public Sector practices.
- Maintains an accurate and effective correspondence and file tracking and recording system to ensure issues raised are actioned in a timely manner and to a high standard.
- Provides meeting Secretariat support including preparation of meeting schedules, organising room bookings and virtual meeting facilities, preparation and distribution of Agendas, preparation and distribution of accurate Minutes, and collation, preparation and records management of background papers and meeting documentation.
- Administration of Prison Medical Officer rosters, timesheets, and leave records, ensuring timely updates and accuracy of scheduling information.
- Coordinating itineraries, travel and accommodation arrangements for Prison Medical Officers.
- Arranges payment of accounts in accordance with policy and legislation.
- Ensures the maintenance of filing and records systems for appropriate document control and retrieval.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the reasons for decisions made within the division and be able to explain how they are related to their work, identify issues that may impact on the achievement of goals and inform supervisor, utilise knowledge of the work environment to contribute to planning activities, draw information from a variety of sources and apply common sense to analyse what information is important/relevant are all important for this role.

Achieve Results

The ability to; reschedule and reorganise work to reflect changes in priorities, demonstrate knowledge of new programs, plans or services that are relevant to the position, maintains accurate records and files; and ensure that tasks are completed within allocated timeframes are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with senior management colleagues and clients, share information with stakeholders and seek input from others to inform team discussions, ensure that relevant/important information is shared where required, treat people with respect and courtesy and to act on constructive feedback are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, behave in a honest professional and ethical way, check and confirm the accuracy of all information prior to release, take responsibility for the completion of work and seek guidance where necessary, stay calm under pressure and not react personally to criticism, acknowledge mistakes and learn from them, meet agreed performance levels and seek and accept supervisor feedback and guidance are all important for this role. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

An ability to; structure messages clearly and succinctly orally and in writing, gain a clear understanding of other comments by actively listening and asking questions to ensure understanding – checks that own views have been understood and able to discuss issues thoughtfully without becoming aggressive are requirements for this role.

Role Specific Criteria

- Demonstrated ability to provide administrative support, with knowledge of Human Resources.

- Demonstrated ability to communicate effectively with a diverse range of internal and external stakeholders
- Demonstrated ability to use computers at a high level and effectively in an administrative setting using Microsoft Office applications i.e. Word, Excel, and PowerPoint.
- Demonstrated ability to prioritise work to meet deadlines and manage conflicting priorities.

Special requirements/equipment

Nil

Certification

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

Executive Director Justice Health and Wellbeing Services

Signature: _____ Date: December 2025

HR certification date: February 2026