



Job Description Form (JDF)

Position details

Position title: Administration Officer
Position number: 70191550
Classification: Level 2
Physical location: Carnarvon
Award: PSA 1992
Agreement: PSCSAA 2024
Pillar: Primary Industries Development
Directorate: Office of the Deputy Director General PID
Branch: Regional Administration

Reporting relationships

Reports to: Senior Administration Officer (70190485) Level 3
This position
Direct reports: Nil

Role summary

Provides administrative support to the region and assists the team in the achievement of departmental objectives. Provides quality customer service to the regional office and to the public, including the provision of accurate advice and support relating to fishing and boating legislation.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Administrative Support

- Provides support to local staff in relation to financial management matters including credit card processing, raising purchase orders, budget updates, procurement.
- Provides efficient and responsive service to customers including accurate advice and support relating to fishing and boating legislation.
- Provides administrative services including filing, mail receipt and sorting, maintenance of registers, routine purchasing, maintain staff amenities and office supplies, meeting

and event support, photocopying, and creating and compiling documents to support the effective operation of the office.

- Coordinates incoming telephone calls, visitor enquiries, diary appointments, emails and other communications.
- Drafts and prepares routine responses to general correspondence.
- Takes and prepares meeting agendas and minutes for the team.
- Prepares new files, updates record and databases, ensuring compliance with records management processes, to ensure information is accurate, stored correctly and accessible.
- Provides a central point of contact for local staff enquiries, including policy and procedure queries and liaises with internal corporate functional areas in relation to HR, Payroll, Finance and ICT queries, and with external service providers on outsourced services.
- Collects, collates and maintains data relevant to the team and generates reports as requested.
- Monitors outstanding action items arising from correspondence, emails and meetings. Undertakes timely and appropriate follow-up as requested.
- Undertakes updates administrative practices, systems and procedures to improve efficiency and service delivery for the team.
- Coordinates travel arrangements, including preparing travel documents, booking flights and accommodation.
- Provides quality reception service to the office.
- Inducts new staff and contractors on office procedures and office equipment use.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Experience in providing administrative support to the team.

Core capabilities

2. *Build effective relationships*: Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise effectively with individuals at all levels.
3. *Challenge for innovation*: Ability to suggest solutions for business improvements.
4. *Think strategically*: Ability to use initiative and problem solving in seeking set tasks through to completion.
5. *Deliver in a changing environment*: Ability to manage workloads effectively and prioritise appropriately.

6. *Lead and empower others*: Self motivated and ability to work with minimal supervision.

Desirable criteria

1. Knowledge and experience working in a regional office.

Special requirements/equipment

- A current and valid Western Australian C (car) class driver's licence or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Position title: Managing Director, Primary Industries Development

Endorsement Date: 2 April 2026