



Administration Assistant

POSITION DESCRIPTION FORM

Region / Portfolio:

Generic

Position Description Number:

Generic 57

Directorate / Command / District / Division:

Generic

Level:

Level 2

Work Unit:

Generic

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

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

Location: Various

Position Objective

Provides general secretarial, administrative, human resource and records management support to facilitate efficient and effective management of business processes with the respective units.

Role of Work Unit

The Western Australia Police Force is the state's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population. The WA Police Force provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in a number of work units across the agency.

Reporting Relationships

This position reports to:

- Assistant Director / Manager / OIC, various ranks/levels

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Administration Assistant	Level: Level 2	Position Number: Generic 57
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Key Accountabilities

1 Finance (20%)

- 1.1 Researches and compiles general financial information.
- 1.2 Assists with the administration of financial functions by preparing accounts for payment.
- 1.3 Assists in coordination of the Good Governance Practice Guide procedures.
- 1.4 Undertakes a financial analysis role by providing advice and recommendations regarding preparation of budget and financial plans.
- 1.5 Monitors, analyses and reports on deviations from expenditure targets and provides forecasting advice.

2 Human Resources (20%)

- 2.1 Researches and compiles general human resource information.
- 2.2 Assists with the administration of human resource functions by maintaining time in lieu (TOIL), leave rosters and leave liability records, coordinating expression of interest (EOI) files, full time equivalent (FTE) reconciliation and training records.

3 Records Management (20%)

- 3.1 Develops and maintains records management system in accordance with policies and legislation.
- 3.2 Develops and maintains a library and reference system.

4 Asset Management (20%)

- 4.1 Undertakes the administration of the physical asset function, including asset audits and maintenance of records on the Resource Management Information System (RMIS).
- 4.2 Assists with the development of short, and long-term asset management plans.
- 4.3 Assists with the development of accommodation specifications and arranges for works to be undertaken.

5 Administration (15%)

- 5.1 Provides secretarial and administrative support to staff and makes recommendations to improve administration functions.
- 5.2 Provides a high level of customer service by ensuring telephone enquiries and visitors are received and assisted in a professional manner.
- 5.3 Co-ordinates and prepares draft responses to correspondence.
- 5.4 Undertakes general research, analyses findings and prepares reports and statistical information on issues.

6 Other (5%)

- 6.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 6.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct including reporting wrongdoing.
- 6.3 Undertakes other duties as directed.

Position Title: Administration Assistant	Level: Level 2	Position Number: Generic 57
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Specialist Prerequisite(s)

It is a requirement of this position that the recommended applicants undertake a psychological assessment, and as an incumbent, agree to undergo periodical psychological assessments, as required.

If the position is located within: **Sex Crime Division**
Major Crash Investigation

Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Communication skills	Answering queries and providing quality customer service. Preparing correspondence and written reports. Liaising with personnel at all levels. Participating as a team member.
Organisational skills	Managing and prioritising own workload to meet deadlines. Organising diaries and meetings.
Records management skills	Interpreting and applying record management policies and practices. Creating and maintaining filing systems and retention and disposal schedules/procedures in accordance with relevant legislation.
Administration and finance skills	Working in an office environment, responding to administrative requests efficiently and effectively and demonstrating a customer focus. Ensuring expenditure is processed in accordance with the <i>Financial Management Act 2006</i> and Treasurer's Instructions.
Problem solving skills	Researching, evaluating and providing advice and recommendations on matters. Rectifying problems, verifying accuracy of information.

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.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted **Leadership Expectations** which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
A/Organisational Design Officer Organisational Design and Analysis	Pamela Soares	22/04/2025
A/Executive Manager Organisational Design and Analysis	Martine Dimond	22/04/2025