



Job Description Form

Resource & Administration Officer

Coroner's Court

Position details

Classification Level: 3

Award/Agreement: Public Service Award 1992/Public Sector CSA Agreement 2019
(and subsequent agreements)

Position Status: Permanent

Organisation Unit: Court & Tribunal Services, Magistrates Court & Specialist
Jurisdictions

Physical Location: Perth CBD

Reporting relationships

Responsible to: 5739 Manager Coroner's Court - Level 7

This position: 020694 Resource & Administration Officer - Level 3

Direct reports: NIL

Overview of the position

The Magistrates Court and Specialist Jurisdictions Directorate is accountable for:

Output 1: Judiciary and Judicial Support

Output 2: Case Processing

Output 3: Enforcement of criminal and civil court orders

Output 4: Enhance Aboriginal services throughout the state

The Resource & Administration Officer is responsible for the coordination, monitoring and reporting on the financial, human and physical resources of the Coroner's Court; assisting in the development of budgets and is responsible for effective monitoring and reporting of items being expensed under the control of the branch; and performing other duties to support the day-to-day administration of the Coroner's Court as required.

Job description

As part of the Coroner's Court 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

Customer Service

- Determines customer needs and acts to ensure these needs are met.
- Provides advice to staff and customers on resource and administration matters.
- Liaises with the judiciary in undertaking relocations, processing claim forms and reimbursements and organising security monitoring and minor administration matters.

Financial Management

- Monitors and maintains accuracy of revenue, expenditure, refunds, claims, credit card payments and FTE reports.
- Approves purchases as authorised and processes accounts payable.
- Researches and resolves financial queries.
- Prepares monthly budget monitoring reports.
- Purchases stationery, consumables and furniture items, ensuring compliance with government purchasing policies.

Information Management

Participates in the review and development of administrative records management frameworks, including:

- Standard setting and development of protocols.
- Ensures compliance with legislative requirements (e.g. Retention and Disposal Schedule).
- Provides advice for effective implementation and conducts regular audits.
- Creates and maintains administrative files.

Resource Management

- Reports building, telecommunication and equipment faults/repairs.
- Co-ordinates building/facility management projects.
- Reports on progress of minor works.
- Assists with the management of the judicial motor vehicle fleet.
- Maintains asset register.
- Co-ordinates repair, purchase and disposal of assets.

Policy and Procedures

- Contributes to the development and implementation of operational policies and procedures.
- Implements and ensures compliance with organisational procedures.

- 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 others 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.

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, Court & Tribunal Services

Signature: _____ Date: April 2025

HR certification date: April 2025