

# Job Description Form

## Position Details

|   |   |   |
|---|---|---|
| <b>Position Title:</b><br>Administration Assistant    | <b>Position Number:</b><br>BGPA3154680            | <b>Level:</b><br>3                      |
| <b>Division:</b><br>Corporate and Commercial Services | <b>Branch:</b>                                    | <b>Section:</b>                         |
| <b>Employment Agreement:</b><br>PSA 1992 / PSCA 2024  | <b>Location:</b><br>Kings Park and Botanic Garden | <b>Effective Date:</b><br>29 April 2026 |

## Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



## Reporting Relationships

|  |                               |   |  |                   |
|--|-------------------------------|---|--|-------------------|
| <b>Position Title</b><br>Director, Corporate and Commercial Services | <b>Level/Grade</b><br>Level 8 | ↳ | <b>Position title</b><br>Finance Manager | <b>Level</b><br>6 |
| <b>Responsible to</b>  |                               |   | Business and Information Systems Officer | 6                 |
| <b>This position</b>   |                               |   | Procurement and Contracts Officer        | 5                 |
|  |                               |   | Finance Business Partner                 | 5                 |

### Officers under *direct* responsibility

| Position Title | Level/Grade | Approx. no. FTEs supervised |
|----------------|-------------|-----------------------------|
| Nil            |             |                             |

## About the Role

The Botanic Gardens and Parks Authority (BGPA) is a statutory authority established under the *Botanic Gardens and Parks Authority Act 1998*, operating within the Department of Biodiversity, Conservation and Attractions (DBCA) portfolio. BGPA works collaboratively with DBCA and its portfolio agencies to deliver integrated corporate services across the organisation.

The Administration Assistant provides comprehensive administrative support to the Director and staff of the Corporate and Commercial Services Directorate and develops and maintains administrative systems and procedures to ensure Directorate matters are undertaken in an effective and efficient manner.

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Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

### Responsibilities

- Provides comprehensive and efficient confidential executive and administrative support to the Corporate and Commercial Services Director and staff.
- Manages the Director's diary, email and telephone calls, ensuring all matters are screened and referred as appropriate.
- Develops and maintains Directorate procedure manuals and corporate registers.
- Maintains filing systems ensuring compliance with departmental and legislative record management requirements and the provisions of the *State Records Act 2000*.
- Provides lunchtime and other coverage as required for BGPA reception, including receiving and directing telephone calls, face-to-face visitor enquiries, and meeting room set up.
- Contributes to the continuous improvement, maintenance and review of administrative processes within BGPA through communication, information sharing, involvement in coordinating procedural change and change management processes.
- Provides secretariat services to the Health and Safety Committee, including preparing and distributing agendas and papers, recording minutes, tracking action items, and liaising with the Director of Corporate and Commercial Services in their role as Chair.
- Undertakes other duties as directed.

### Selection Criteria

**Applicants should address the following four criteria. These should be addressed in no more than two pages in total.**

1. Demonstrated experience in providing confidential administrative support at an executive level, with well-developed skills in planning and prioritising workloads to meet deadlines and seeing tasks through to completion.
2. Proven ability to work independently with minimal supervision using discretion, initiative and sound judgement.
3. Demonstrated interpersonal, oral and written communication skills to work effectively in a team and to engage with internal and external stakeholders.
4. Demonstrated ability to draft correspondence and prepare a variety of documents to a high standard.

**The following desirable criteria will be assessed as required:**

5. Demonstrated ability to self-motivate, use initiative to anticipate requirements and develop practical solutions to problems.
6. Excellent computer literacy to support administrative functions, including high-level word-processing skills and experience in the use of the Microsoft Office suite, including Excel.


**Behaviour Expectations** [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Personal Leadership](#).

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**Other position-related information (only relevant ones will be populated)**

|   |               |
|---|---------------|
| <b>Position Status - Permanent</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | <b>FTE: 1</b> |
| <b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>For more information refer to the department's guidelines on <a href="#">National Police checks</a> .   |               |
| <b>Current WA Driver's Licence or equivalent</b> (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |               |
| <b>Medical Assessment</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |               |
| <b>Working with Children</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>  |               |
| <b>Allowance and Special Conditions</b><br><input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave<br><input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify) |               |

**Certification**

Verified by: Recruitment and Establishment Section  
 Registered JDF  
29 April 2026