

Job Description Form (JDF)

Position details

Position title:	Senior Administrative Officer
Position number:	70191494
Classification:	Level 3
Physical location:	Geraldton
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Primary Industries Development
Directorate:	Office of the Deputy Director General
Branch:	Regional Administration

Reporting relationships

Reports to:	Senior Client Services Officer (70210059), Level 4
	This position
Direct reports:	Up to 3

Role summary

Assists in ensuring the efficient delivery of functional/work area-based projects and provides operational support services consistent with corporate requirements. Ensures quality customer service and contributes to continuous improvement.

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:

Administration and Project Support

- Undertakes the investigation of straightforward issues and provides information as required.
- Maintains an accurate and effective document and file tracking and records system to ensure monitoring and tracking of the implementation and performance of key priorities, deliverables and projects.
- Liaises with and provides advice to internal and external stakeholders to support the delivery of task outcomes.
- Collects data and monitors the progress of assigned tasks / projects and assists in the preparation of progress reports.

- Researches and identifies effective risk management strategies for the Department to ensure outcomes are achieved.
- Ensures the effective functioning of work flow and office systems and processes.
- Coordinates and distributes tasks as appropriate to the Administration Officer(s).
- Ensures responsive, relevant, quality assured customer services, including; preparing correspondence, engaging office reception services, the coordination of travel, events and meetings, coordinating and sourcing 'external' project support as appropriate.
- Ensures the timely and accurate processing of all administrative requirements including: financial, physical, human resources and project.
- Supervises the daily operations of a small team, which supports the effective delivery of local functional and work area based operational support services consistent with corporate requirements covering;
 - Financial Management, including; verifying validity of accounts payable and approval of funds.
 - Human Resources, including; assisting with recruitment and selection (information packages, inquiries), assisting with employment of casual staff, Work Health and Safety, staff leave time sheets and leave recording.
 - Asset Management, including; maintaining the asset register, managing facilities, equipment and security, managing local Government Regional Officer Housing (GROH), coordinating asset repairs and maintenance, managing the effective utilisation of the fleet ensuring timely fleet maintenance.
 - Contracts and Procurements, including; advising on contracts and procurements policies and procedures, managing contracts with local suppliers and organising local purchasing processes.
 - Records and information management, including paper and digital files.
 - Information Technology/Communications, identification of needs and assistance as appropriate.
- Provides support for projects, including progress updates and tracking and monitoring of data, to ensure completion deadlines are met.
- Assists with the development and production of project management documentation, including project plans,
- Coordinates and assists in the preparation of reports and meeting papers including minute taking and agenda distribution.
- Assists in continuously improving processes and systems and supports their implementation by providing advice, direction and training as required.
- Assists in developing and implementing agency policies, procedures and practices and provides advice on resource issues.
- Monitors and reports on office corporate compliance, accountability and performance.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Experience in providing a quality customer service in finance, human resources, asset management and/or general administrative services.

Core capabilities

2. *Build effective relationships*: Good verbal and written communication skills with the ability to liaise with both internal and external stakeholders.
3. *Challenge for innovation*: Demonstrated ability to develop or suggest solutions for business improvements.
4. *Think strategically*: Sound research, analytical and problem-solving skills.
5. *Deliver in a changing environment*: Demonstrated ability to prioritise tasks and organise workload to meet targets and deliverables.
6. *Lead and empower others*: Demonstrated ability to work autonomously, collaboratively and productively as a member of a team.

Special requirements/equipment

- 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.
- Intrastate and/or interstate travel may be required.
- 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).
- 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: Deputy Director General, Primary Industries Development
Endorsement Date: 23 April 2026