

Job Description Form (JDF)

Position details

Position title:	Administration Officer
Position number:	70260070
Classification:	Level 2
Physical location:	Kununurra
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Industry and Economic Development
Directorate:	Regional Development and Investments
Branch:	Kimberley Development Office

Reporting relationships

Reports to: Director Regional Development (70190931), Level 8

This position

Direct reports: Nil

DPIRD provides Regional Development Commissions (Commissions) with access to the staff and resources to support the Chief Executive Officer's (CEO's) in the fulfilment of their statutory functions and obligations under the Regional Development Commissions Act 1993. DPIRD works in partnership with the nine Commissions to promote regional aspirations, inform government policy and planning and to deliver regional development initiatives and investment into the regions. This position undertakes regional operations in support of the day-to-day direction of the Kimberley Development Commission's CEO

Role summary

Provides a quality customer focussed administrative support service to the Director and the business area. Works collaboratively as part of a multi-disciplinary team to assist in the achievement of departmental objectives.

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 Support

- Provides a responsive and quality administrative service support to the Director and staff within the office.
- Maintains an effective correspondence and file management system, undertakes filing and record keeping.
- Processes accounts for payment and answers account queries.
- Drafts and prepares routine responses to general correspondence.
- Assists with preparation for meetings including the preparation of agendas and taking minutes as required, training, events and special functions and follows up on actions arising, as directed.
- Coordinates mail collection and services.
- Assists with or coordinates arranges travel and accommodation.
- Liaises internally and externally with other Government Departments and members of the public on behalf of the Director and staff.
- Contributes to the identification of continuous improvement initiatives.
- Ensures outcomes are in line with the Department's business requirements and are based upon quality customer services principles and practices.

Research & Reporting

- Collects, collates and maintains data relevant to the directorate and generates reports on request.
- Prepares and assists in the preparation and distribution of reports, responses, correspondence briefing notes, documents and submissions.

Office Systems

- Contributes to the maintenance and tracking of information and systems in use within the directorate including record keeping systems, calendars, project tracking databases and archives.
- Monitors and ensures efficient operation of all office equipment, arranges repairs or replacement.
- Arranges purchase and ensures the timely requisitioning of office stationery, equipment, stock and consumables.
- Maintains and updates all procedural reference resources.
- 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. Demonstrated ability to provide administrative support service.

Core capabilities

2. *Build effective relationships*: Demonstrated sound written and verbal communication skills, interpersonal skills and the ability to liaise with officers at all levels.
3. *Challenge for innovation*: Ability to suggest solutions for business improvements.
4. *Think strategically*: Sound problem solving skills and the ability to work under minimum supervision.
5. *Deliver in a changing environment*: Demonstrated time management and organisational skills.
6. *Lead and empower others*: Ability to work collaboratively within a team environment.

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).
- The contract of employment specifies terms and conditions relating to this position.
- 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.

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, Industry and Economic Development

Endorsement Date: 4 May 2026