



Administrative Assistant

Work Health Safety and Wellbeing

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| Position number | 00020364 |
| Agreement | Public Sector CSA Agreement 2024 or as replaced |
| Classification | Level 2 |
| Reports to | Principal Consultant, Employee Support (Level 7) |
| Direct reports | Nil |

Context

The Department's Work Health Safety and Wellbeing Directorate comprises two branches: Safety and Staff Wellbeing and Employee Support Services. The Directorate is responsible for ensuring that legislative frameworks are complied with and that employees' mental health and wellbeing are supported. It provides strategic and operational advice to the Minister, Director General, school leaders and line managers on a range of matters including:

- workers' compensation
- injury management
- work health and safety (WHS)
- staff wellbeing
- employee assistance and mediation programs.

Employee Support Services handles workers' compensation and injury management functions for the whole Department.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide the administrative support for processing workers' compensation claims, including entering data into the Human Resources Management Information System (HRMIS).
- Provide advice to employees and line managers regarding lodging workers' compensation claims.
- Provide advice to employees and line managers regarding the optical aid subsidy program and coordinate, calculate and process optical aid applications.
- Provide clerical and administrative support to the Manager and Branch.
- Prepare, process and deliver incoming and outgoing correspondence, actions routine matters by drafting responses and preparing basic reports.

- Maintain an effective correspondence filing system for corporate information and records relating to projects, initiatives, committees and other Branch activities.
- Perform specific administrative duties and basic research, such as following up workers' compensation documents and referral letters.
- Ensure adequate office supplies are available.
- Manage incoming telephone calls and visitor enquiries.

Selection criteria

1. Well developed knowledge and experience in administrative and clerical functions.
2. Well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. Demonstrated ability to use initiative and organisational skills, including time management.
4. Well developed verbal communication skills with the ability to liaise effectively with officers at all levels.
5. Demonstrated ability to work independently or as part of a team.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 4 December 2025
Reference D25/1200164