



Job Description Form

Administration Assistant

Adult Community Corrections

Position details

Classification Level: 2

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

Position Status: Permanent or Temporary

Organisation Unit: Corrective Services, Offender Services

Physical Location: Perth CBD

Reporting relationships

Responsible to: 017271 Manager - Level 6

This position: 017554, 017908 Administration Assistant - Level 2

Direct reports: Nil

Overview of the position

Adult Community Corrections sits within the Offender Services Directorate and plays a key role in providing essential services and legislative compliance and ensuring that adult offenders are provided with programs (certified by the Rehabilitation and Reintegration Directorate) that improve life skills, address their offending behaviour, improve their educational and work skills, maintain family links and prepare for reintegration on their release.

The key role of the Administration Assistant is to provide a professional level of administrative and secretarial support to the Adult Community Corrections Directorate in an environment of competing priorities and constant adjustment. The position is required to manage a range of tasks inclusive of typing and preparing a range of documentation and reports, screening all correspondence, maintaining filing systems, maintaining accurate data entry and effective correspondence tracking, and ensuring the security of confidential documents. Discretion and judgement are required in dealing with numerous confidential and sensitive issues.

Job description

As part of the Adult Community Corrections team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, 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 Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

Role specific responsibilities

- Provides administrative support and secretarial services within an environment of competing priorities and constant adjustment.
- Types correspondence, file notes and reports and prepares documents to a high standard of accuracy and presentation.
- Screens all correspondence and redirects to appropriate staff for action in accordance with guidelines set by the Executive Manager.
- Maintains a bring-up system or diary of commitments and ensures reminders of actions required; undertakes follow-up with other staff to ensure commitments are met.
- Prepares, coordinates and collates agendas, files, papers, presentations and other information in preparation for meetings.
- Maintains filing systems; ensures correspondence and appropriate records are kept. Maintains an accurate and effective correspondence file tracking and recording system.
- Ensures the security of confidential documents.
- Provides administrative support and secretarial services across the directorate as directed.
- 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 Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

Achieve Results

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

Builds Productive Relationships

The capacity to responds under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.

Communicates and Influences Effectively

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

Role Specific Criteria

- Experience in the provision of secretarial, administrative and research support activities to executive management in a demanding and dynamic office environment with multiple competing priorities and strict deadlines.

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 Corrective Services

Signature: _____ Date: May 2026

HR certification date: May 2026