



Job Description Form

Position Title:	Administrative Assistant	Position Number:	Generic
Salary Level 2		Last Update:	10 February 2017
Salaries agreement / Award		Public Service Award 1992 Public Service and Government Officers General Agreement 2014	

Reporting relationship



THIS POSITION:
Administrative Assistant
This position is required to provide administrative and clerical support to any team across the Authority

JDF REGISTERED
 SIGNED *[Signature]*
 DATE *21/3/17*

Context and scope

The School Curriculum and Standards Authority (the Authority) provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Authority is responsible for:

- the development and accreditation of courses Kindergarten to Year 12
- the provision of standards for student achievement and for the assessment and certification of student achievement according to those standards
- the provision of an outline of curriculum and assessment in schools that, taking account of the needs of students, sets out the knowledge, understanding, skills, values, and attitudes that students are expected to acquire and guidelines for the assessment of student achievement
- the provision of a database relating to participation in education, training or employment by students during their school years
- the preparation of independent reports on the standards being achieved in Western Australian schools.

The Authority has a governing body, the Board. The Board consists of six members and a Chairperson. The Board has two statutory advisory committees which are chaired by Board members. The Standards Committee has five members, and is an expert committee on education standards and the correct interpretation of student achievement results in relation to standards. The Curriculum and Assessment Committee has 13 members and is an expert committee on curriculum development and the post-school options available to students. In addition to the two statutory advisory committees, the Board can appoint other committees to assist the Board in the performance of its functions.

Organisation Structure

The Authority has three directorates: Curriculum, Assessment and Strategic Policy, Examinations, Certification and Testing and Corporate Services. The Executive Directors and Director, together with the Chief Executive Officer form the Corporate Executive of the Authority.

The **Curriculum, Assessment and Strategic Policy Directorate** is responsible for:

- development of Externally Set Tasks (EST)
- ensuring that equitable and rigorous Australian Tertiary Admission Rank (ATAR) course examinations are developed and provided for implementation in all Western Australian schools and international schools that deliver the Western Australian Certificate of Education (WACE)
- ensuring that the ATAR course examinations reflect the content of the ATAR courses
- ensuring that the examinations are reviewed at the completion of implementation
- leading the development of examinations in an online environment and ensuring that the curriculum is shaped to address the shift into an online environment
- directing and managing the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- researching best practice in curriculum, standards and moderation
- planning and developing the policies, programs, systems and innovations associated with the work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to the needs of the Board and the Minister and leading the coordination of associated services and support.



The **Examinations, Certification and Testing Directorate** is responsible for:

- implementing the logistics for the delivery of ATAR course examinations
- implementing the logistics for the delivery of EST's
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- ensuring that data is of the highest integrity and that it is collected, manipulated, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders
- ensuring that information systems optimise service delivery to all stakeholders
- planning and supporting for the implementation of future technological improvements across the Authority.

The **Corporate Services Directorate** is responsible for:

- managing the financial accounting systems, development of internal budgets and leading the annual State Budget process to ensure strategic and corporate objectives are met
- leading the development, implementation and review of strategic human resource management including industrial relations
- ensuring that effective and efficient corporate policies, systems and practices are adopted, embedded and reported across the Authority
- providing timely and accurate payroll, accounts payable and receipts
- delivering accurate and timely whole of government reporting of business related data and information
- managing the Authority's assets, property and resources systems and registers
- managing the Authority's corporate governance requirements
- undertaking the Authority's copyright functions and compliance across the Authority
- managing the intranet and the Information Systems help desk
- identifying and managing compliance and risk management requirements of the Authority
- managing the Authority's corporate records management systems and processes
- managing the Authority's library service
- managing building maintenance, security and management of fleet vehicles
- providing efficient customer service and reception to external clients.



Role statement

This position provides effective and efficient administrative and clerical support to teams across the organisation.

The Administrative Assistant undertakes the following duties:

- prepares documents using advanced Microsoft Word (includes brochures, spreadsheets, charts and tables)
- provides a high level of customer service by ensuring telephone enquiries and visitors are received and assisted in a professional manner
- assists with their relevant team's business activities
- coordinates meetings along with the preparation and distribution of agendas, minutes and associated documents.
- maintains effective records and relevant information databases in accordance with the Authority's recordkeeping policy
- prepares responses to correspondence and general matters as required
- books venues and arranges catering for meetings
- coordinates and/or arranges travel and accommodation (intrastate)
- organises stationery orders and other minor purchases through the Fleet and Purchasing Officer. Coordinates use of office equipment and maintains stationery supplies
- undertakes minor research and investigations as directed and assists in special projects as directed
- where required, maintains the bulk mail register within the area
- liaises with Customer Service regarding meeting room bookings and visitors to the Authority
- customer service relief as required
- performs other duties as directed.



Selection criteria

The following selection criteria are to be read and addressed with reference to the Role Statement, Context and Scope of this position and the principles and practice of Equal Opportunity and Occupational Safety and Health. When addressing the criteria you may wish to include, without addressing separately, evidence of qualifications attained in relation to the position.

1. Advanced word processing skills and proficiency with other components of Microsoft Office, including Outlook, Excel and PowerPoint.
2. Demonstrated ability to work independently and meet planned outcomes in a timely manner.
3. Demonstrated high level of communication and interpersonal skills across all levels.
4. Demonstrated ability to work in a team environment.
5. Demonstrated ability to input and extract data in established database programs.



Certification

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

J, NAIRN _____ [Signature] _____ 17/3/17 _____
Executive Director/Director/Manager (please print) Signature Date

As above _____ _____ _____
Director Corporate Services (please print) Signature Date

HR Manager authorisation: [Signature]

As occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant (please print) Signature Date

