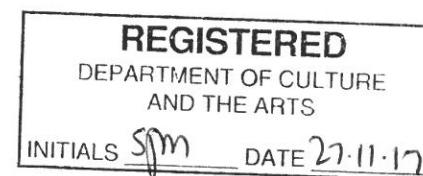




# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Administrative Assistant	<b>POSITION NUMBER</b> 13564	<b>CLASSIFICATION:</b> Level 2
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<b>AWARD</b> Public Service Award 1992 / PSGOGA 2014	<b>EMPLOYMENT TYPE</b> Permanent, Full Time
<b>DIRECTORATE</b> Office of the CEO	<b>TEAM</b> Executive
<b>POSITION REPORTS TO</b> Executive Officer, L4	<b>POSITIONS REPORTING TO THIS POSITION</b> Nil
<b>PURPOSE OF POSITION</b> Provides confidential secretarial and administrative support to the Executive Officer and the Chief Executive Officer (CEO), WA Museum.	
<b>CONTEXT</b> <p>The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia.</p> <p>The Western Australian Museum is part of the Culture and Arts Portfolio, brought together by the Department of Culture and the Arts (DCA). DCA is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.</p>	





# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Administrative Assistant	<b>POSITION NUMBER</b> 13564	<b>CLASSIFICATION:</b> Level 2
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## STATEMENT OF DUTIES

### *Secretarial*

1. Assists the Executive Officer, in managing the CEO's diary and electronic contacts.
2. Takes and directs telephone calls. Answers enquiries competently and efficiently including professional stakeholder liaison on behalf of the CEO. Receives visitors and provides tea/coffee.
3. Arranges meetings with internal and external stakeholders including the preparation of agenda, set up of meeting rooms/teleconference, and taking minutes where required.
4. Arranges itinerary, travel, visas, and accommodation for the CEO.
5. Assists the Executive Officer with the preparation of Board papers and documentation for other meetings.
6. Maintains confidential files and correspondence for the CEO.
7. Types letters, proof reads and tracks correspondence.
8. Maintains tidiness of the office of the CEO.

### *Administrative*

1. Provides day-to-day support as required and leave cover for the Executive Officer as required.
2. Performs research on requests/enquiries and analysis of documents; and coordinates information, as required.
3. Database management.
4. General administrative support including quality word processing, as well as, basic financial and human resources processes.
5. Prepares PowerPoint presentations.
6. Undertakes general records and file management utilising the Museums' electronic information management system (e.g. TRIM).
7. Collects and distributes mail daily.

Other duties as required with respect to the skills, knowledge and abilities of the employee.

## Compliance and Legislative Knowledge

1. Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation.
2. Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

<b>REGISTERED</b>	
DEPARTMENT OF CULTURE AND THE ARTS	
INITIALS <i>Sjm</i>	DATE <i>27-11-17</i>



# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> <b>Administrative Assistant</b>	<b>POSITION NUMBER</b> <b>13564</b>	<b>CLASSIFICATION:</b> <b>Level 2</b>
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<b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b>  <b>Essential</b> 1. Ability to work both independently and as part of a team. 2. Demonstrated high level secretarial skills including quality word processing and concise minute taking. 3. Demonstrated high level computer skills including electronic diary management, excel, PowerPoint and database operations. 4. Demonstrated knowledge of standard office procedures, including records management, basic financial and human resources processes. 5. Demonstrated high level verbal and written communication and interpersonal skills. 6. Demonstrated experience in organisational and coordination skills with the ability to meet work priorities.  <b>Desirable</b> 1. Knowledge of government procedures including preparation of Ministerial correspondence. 2. Knowledge and experience of TRIM records management system. 3. "C" class licence.	<b>KEY RELATIONSHIPS / INTERACTIONS</b>  1. Executive management team and senior officers across the Museum. 2. Senior staff across the arts and culture portfolio. 3. External stakeholders.
	<b>KEY CHALLENGES</b>  1. Critical thinking, problem solving, flexibility, initiative, and adaptability to accommodate evolving priorities and opportunities. 2. Prioritisation of tasks and management of time. 3. Maintaining focus in a busy work environment.
	<b>SPECIAL CONDITIONS</b>  Nil
<b>LOCATION</b>  Perth	

**Manager Signature:** ..... **Date:** ...../...../..... **Employee Signature:** ..... **Date:** ...../...../.....

