

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced
Group: Public Schools	Effective Date of Document 04 July 2018
Division: Statewide Services	
Directorate: Student Support Services	
Branch: Student Wellbeing	

THIS POSITION

Title: Administrative Assistant

Classification: Level 2

Position No: 00027093

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Director, Student Support Services
LEVEL: DIRCEN
POSITION NUMBER: 00035548

TITLE: Manager, Student Wellbeing
LEVEL: 8
POSITION NUMBER: 00038716

This position and the position of:

Title:	Level:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Administrative Assistant	Level 2	00027093	04 July 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

The Statewide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The Student Support Services Directorate is responsible for the delivery of integrated, state-wide services for networks, schools and teachers that support the engagement and wellbeing of every student.

The services and support delivered through the Student Wellbeing Branch are integrated with other functions in the Student Support Services Directorate, and all other functions of Statewide Services, to support successful outcomes for all students. This is achieved through a focus on better integration of services with schools, students, families and external service providers; supporting schools and networks of schools to provide timely, responsive and effective support for each student; and thereby creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in the future workforce and society.

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Administrative Assistant	Level 2	00027093	04 July 2018

ROLE

The Administrative Assistant:

- provides clerical and administrative support to the Manager and branch members, including basic research
- prepares, processes and delivers incoming and outgoing correspondence, actions routine matters by drafting responses and preparing basic reports
- prepares and distributes meeting agendas and minutes and undertakes follow up actions when required
- maintains an effective correspondence filing system for corporate information and records relating to projects, initiatives, committees and other branch activities
- manages incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other communications for the Manager
- assists with travel arrangements, including preparing travel documents and booking flights and accommodation
- assists with the preparation of the budget, payment of accounts, credit card reconciliation, monitoring expenditure and preparing reports as required.

OUTCOMES

1. Administrative support is provided to the Manager and branch members in a timely and efficient manner.
2. Diary appointments, meetings, interview schedules and phone messages are recorded and managed for the Manager and branch members when required.
3. Agendas are prepared and minutes are taken at key meetings and administrative matters are managed to support special functions.
4. Effective liaison is undertaken with Senior Executive Officers and other members of the Department and other agencies.
5. Efficient prioritising and management of branch correspondence is undertaken, registered and maintained on an electronic record management system.
6. Appropriate travel, accommodation and hospitality arrangements are made for the Manager and branch members.
7. Payment of accounts, purchasing, expenditure monitoring and assistance with the budget and financial reports is completed within established timeframes.
8. Basic research is undertaken.

TITLE Administrative Assistant	CLASSIFICATION Level 2	POSITION NO. 00027093	EFFECTIVE DATE 04 July 2018
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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience in clerical and general administrative duties.
2. Demonstrated experience in purchasing, processing of accounts for payment and monitoring expenditure for a work unit.
3. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise effectively with officers at all levels.
4. Demonstrated well developed keyboard and computer skills, including a working knowledge of databases, spreadsheets, word processing and experience using an electronic records management system.
5. Demonstrated sound organisational skills, including the ability to use initiative and work independently or as part of a team.

ELIGIBILITY

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

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

ENDORSED

DATE 04 July 2018
TRIM REF # D18/0287973