



# JOB DESCRIPTION FORM

<b>JOB TITLE:</b> Administrative Assistant	<b>POSITION NUMBER</b> 14275	<b>CLASSIFICATION:</b> Level 2
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<b>AWARD</b> Public Service Award 1992 / PSGO CSA GA	<b>EMPLOYMENT TYPE</b> Fixed Term Part-Time
<b>DIRECTORATE</b> Fremantle and Business Development	<b>TEAM</b> Museum of the Great Southern
<b>POSITION REPORTS TO</b> Operations Manager, L5	<b>POSITIONS REPORTING TO THIS POSITION</b> Nil
<b>PURPOSE OF POSITION</b> Provides administrative and secretarial services to the WA Museum of the Great Southern site.	
<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 Local Government, Sport and Cultural Industries (DLGSC). DLGSC is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.</p>	

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<p><b>STATEMENT OF DUTIES</b></p> <ol style="list-style-type: none"> <li>1. Participates as a member of the WA Museum of the Great Southern team and works collaboratively and cooperatively with other Administrative Assistants across the organisation.</li> <li>2. Provides administrative support to the Regional Manager and staff of the Albany site, including administration related to Finance and HR processes.</li> <li>3. Collates daily mail, files and prepares responses to correspondence as directed.</li> <li>4. Arranges and maintains the Regional Manager's schedule of appointments and meetings and collates meeting agenda and associated papers.</li> <li>5. Prepares agenda and associated papers for meetings and takes minutes of meetings as required.</li> <li>6. Arranges itinerary, travel and accommodation as required.</li> <li>7. Maintains a register of staff movements.</li> <li>8. Supports records management processes and practices for the site.</li> <li>9. Supports the site in updating and maintaining information on the intranet, CRM and webpage.</li> <li>10. Assists in the development and implementation of procedures and policies relating to the function of the site.</li> </ol> <p>Other duties as required with respect to the skills, knowledge and abilities of the employee.</p>	<p><b>Compliance and Legislative Knowledge</b></p> <ul style="list-style-type: none"> <li>• Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation.</li> <li>• Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.</li> </ul>
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<p><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to operate effectively in a busy work environment with competing demands, with good organisational skills to prioritise work to address time critical tasks.</li> <li>2. Experience in working both independently and cooperatively as part of a team.</li> <li>3. Demonstrated high level of verbal and written communication.</li> <li>4. Experience in managing sensitive and confidential information including access that is restricted to authorised persons.</li> <li>5. Experience in cash handling and financial procedures.</li> <li>6. Demonstrated high level of computer skills including word processing, electronic diary management, and electronic records management including customer relationship management databases, and generally operating in an online environment.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of government structures and processes.</li> </ol>	<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>1. Director, Fremantle Museums and Business Development.</li> <li>2. Operations Manager and Regional Manager.</li> </ol>
	<p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>1. Supporting the site to be effective and efficient in a busy work environment, where there are multiple and competing demands.</li> <li>2. Working with the team in striving for general customer service excellence both on site and in all other ways we work with customers, eg suppliers, phone calls, other cultural organisations, etc as well as the public visitors.</li> </ol>
	<p><b>SPECIAL CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1. A current (within 6 months) National Police Certificate will be required prior to commencement of employment.</li> <li>2. Some work outside of normal business hours may be required.</li> </ol>
	<p><b>LOCATION</b></p> <p>Albany – Museum of the Great Southern.</p>

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

