

**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 06 July 2018
Division: Statewide Services	
Directorate: Teaching and Learning Services	
Branch: Teacher Development	

THIS POSITION

Title: Administrative Assistant

Classification: Level 2

Position No: 00038814

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Manager, Teacher Development

LEVEL: 8

POSITION NUMBER: 00031504

TITLE: Senior Project Officer Systems and Evaluation

LEVEL: 6

POSITION NUMBER: 00025938

This position and the positions of:

Title: Various	Classification:	Position No:
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TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Administrative Assistant	Level 2	00038814	06 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 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.

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The Teaching and Learning Services Directorate is responsible for the delivery of integrated state-wide services for networks, schools and teachers that support the learning and achievement of every student. The services and support delivered through the Teaching and Learning Services Directorate are integrated with the Student Support Services Directorate, and all other functions of the Statewide Services, to support the 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 deliver high quality teaching and learning in every classroom; and creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in the future workforce and society.

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ROLE

The Administrative Assistant:

- prepares documents using advanced Microsoft products, including brochures, spreadsheets, charts, Outlook, PowerPoint and tables
- responds to telephone enquiries, including frontline event management systems support
- collaborates with stakeholders to support the services, projects and programs within the organisation
- provides clerical support for special projects across the directorate as required
- enters and maintains events in the event management system, and makes venue and room bookings
- coordinates and provides advice for catering and procurement for professional learning programs and initiatives
- prepares and distributes agendas, minutes and associated documents
- establishes, maintains and updates databases, undertakes data collection, data entry and processing and maintains effective records and information databases in accordance with recordkeeping policy
- prepares responses to correspondence and general matters as required
- coordinates and/or arranges travel and accommodation
- organises stationery orders and other minor purchases, coordinates the use of office equipment and maintains stationery supplies
- researches and investigates professional learning support enquiries to achieve issue resolution
- assists managerial staff meet their financial, procurement and human resources responsibilities, including reconciling credit card expenditure, checking certification reports and invoices and monitoring expenditure
- performs other administrative duties as directed.

OUTCOMES

1. Effective support is provided in the coordination of Statewide Services professional learning programs and events.
2. Microsoft application expertise and event management systems knowledge is provided to achieve product outcomes, meet dynamic workflow demands and ensure quality in cross-media materials for products to satisfy a wide range of audiences and purposes.
3. Communication skills are provided to effectively support and maintain the team communication processes with the public, and within and across the organisation's teams.

TITLE Administrative Assistant	CLASSIFICATION Level 2	POSITION NO. 00038814	EFFECTIVE DATE 06 July 2018
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4. Team members are supported with general logistical and administrative requirements and operational processes, including data and records management, and projects.

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 knowledge of event management systems, good word processing skills and proficiency with other components of Microsoft Office, including Outlook, Excel and PowerPoint; and experience using an electronic records management system.
2. Demonstrated good written, oral communication and interpersonal skills with the ability to liaise effectively with a wide range of individuals and provide customer-focussed services.
3. Demonstrated experience in purchasing, processing accounts for payment and monitoring expenditure for a work unit.
4. Demonstrated good ability to work independently or in a team environment to meet planned outcomes in a timely manner.

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 06 July 2018
TRIM REF D18/0302234