

JOB DESCRIPTION FORM

JOB TITLE: Administrative Assistant	POSITION NUMBER 12749	CLASSIFICATION: Level 2
AWARD Public Service Award 1992 / PSGO CSA GA	EMPLOYMENT TYPE Fixed Term, Full Time	
DIRECTORATE New Museum Project	TEAM	
POSITION REPORTS TO Project Director, L9	POSITIONS REPORTING TO THIS POSITION Nil	
PURPOSE OF POSITION Provides administrative and secretarial services for the Project Director and staff of the New Museum Project team.		
CONTEXT 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. The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries. The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.		

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<p>STATEMENT OF DUTIES</p> <ol style="list-style-type: none"> 1. Participates as a member of the New Museum Project Team. 2. Provides direct daily administrative support to the New Museum Project Director. 3. Provides administration support to the Creative Directors and New Museum Project Team including basic financial and human resources administrative processing, diary co-ordination and records management and project administration of records. 4. Prepares responses to correspondence and other documentation as directed. 5. Collates daily mail and files appropriately and operates 'for action' monitoring. 6. Co-ordinates relevant meetings and agendas; takes and distributes minutes. 7. Arranges itinerary, travel and accommodation as required. 8. Maintains register of staff movements. 9. Types and formats documents and Ministerial. 10. Arranges and maintains a diary of appointments and meetings appointments for the New Museum Project Team. 11. Arranges and maintains a diary of appointments and meetings appointments for the New Museum Project Team. 	<ol style="list-style-type: none"> 12. Receives telephone calls and visitors. 13. Assists in the development and implementation of procedures and policies relating to the function of the New Museum Project. 14. Assists with the team's Intranet and online presence. 15. Assists with new staff inductions. 16. Acts as a direct link to the CEO office to co-ordinate administration between CEO office and the New Museum Project. 17. Acts as a point of co-ordination and distribution for the New Museum Project Team. 18. Supports stakeholder administrative duties as necessary to the New Museum Project. <p>Other duties as required with respect to the scope of the position.</p> <p>Compliance and Legislative Knowledge</p> <ul style="list-style-type: none"> ▪ Comply with Department of Culture and the Arts Code of Conduct, policies and procedures and relevant appropriate legislation; and ▪ Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
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<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Ability to prioritise workload to address time critical administration tasks. 2. Ability to work both independently and as a part of a team and to exercise initiative and discretion under deadlines. 3. Ability to co-ordinate complex work demands from the New Museum Project Team and work across CEO office as necessary. 4. Demonstrate a high level computer skills including word processing, excel and data base operations. 5. Knowledge of standard office procedures including records management and administration. 6. Knowledge of basic project management and ability to undertake project administration. 7. Well-developed verbal and written communication and interpersonal skills. 8. Demonstrated organisational and co-ordination skills and experience. <p>Desirable</p> <ol style="list-style-type: none"> 1. Knowledge of government structures and processes. 2. "C" Class drivers licence. 3. Knowledge and experience with TRIM. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. CEO Office. 2. Project Director, New Museum Project. 3. New Museum project team. 4. New Museum consultants, contractors and suppliers. 5. External stakeholders – Government departments; supporters and sponsors; community groups; members of the public. 6. Internal stakeholders – Museum staff and volunteers.
	<p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. Critical thinking, problem solving, flexibility and adaptability to accommodate evolving priorities and opportunities. 2. Prioritisation of tasks and management of time. 3. Maintaining focus in a busy work environment. 4. Co-ordination and prioritisation.
	<p>SPECIAL CONDITIONS</p> <p>Some weekend or after hours work may be required occasionally.</p>
	<p>LOCATION</p> <p>This position is based in 140 William Street, Perth however may be required to travel to and work from any of the Museum's sites on a short-term basis.</p>

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

