



Administrative Assistant

Student Support Services

Position number	00035812
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 2
Reports to	Director, Student Support Services (DIRCEN)
Direct reports	Nil

Context

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.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- provides administrative support to the work unit in a timely and efficient manner, including basic research
- prepares, processes and delivers incoming and outgoing correspondence, actions routine matters by drafting responses and preparing basic reports
- maintains an effective correspondence filing system for corporate information and records relating to projects, initiatives, committees and other activities
- prepares and distributes meeting agendas and minutes and undertakes follow up actions when required
- manages incoming telephone calls, visitor enquiries, diary appointments, meetings, interview schedules, emails and other communications

- 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.

Selection criteria

1. Demonstrated experience in clerical and general administrative duties.
2. Demonstrated experience in purchasing, processing 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 individuals at all levels.
4. Demonstrated well developed keyboarding and computer skills including a working knowledge of databases, spreadsheets, word processing and 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 and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

ENDORSED

Date 19 February 2019
Reference D19/0066375