



Government of Western Australia
Department of Justice

Job Description Form

014718 Administration Assistant (Exec Support)

Bunbury Regional Prison

Position details

Classification Level: 2

Award/Agreement: PSGA 1992 / PSGOGA 2017

Position Status: Permanent

Organisation Unit: Corrective Services, Custodial Operations

Physical Location: Bunbury Regional Prison

Reporting relationships

Responsible to: 001521, Business Manager – Level 6

This position: 014718, Administration Assistant (Exec Support) - Level 2

Direct reports: NIL

Overview of the position

Bunbury Regional Prison is located approximately 15 kilometres south of Bunbury on Centenary Road South West Highway, (off Boyanup Road). The prison is a medium security facility, with a separate pre-release unit housing minimum security offenders. Bunbury also accommodates a high number of vulnerable prisoners and is considered a leader in actively managing special needs offenders who would normally be placed in the mainstream in protection. Bunbury delivers high-level programs to offenders, including the medium and high intensity sex offender programs and medium intensity violent offender programmes.

The Administration Assistant (Exec Support) provides a high level of administrative and secretarial support to the Superintendent and Senior Management Team at the prison to assist with the efficient and effective operation of the prison.

Job description

As part of the Bunbury Regional Prison team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

Role specific responsibilities

- Coordination of the Superintendents travel and accommodation.
- Assists the Superintendent and Senior Management team in all areas as directed.
- Provides and maintains accurate correspondent tracking and recording system for the prison.
- Liaises with internal and external stakeholders as required.
- Disseminates information on behalf of the Senior Management team and prepares documentation/instructions as directed.
- Collates reports and statistical data as required and provides information to Senior Management.
- Arranges meetings for the Superintendent and Senior Management, including updating the boardroom book, attendees, agenda, catering and advising appropriate personnel as required.
- Liaises with members of Prison Services, members of the Senior Executive Service, other departmental officers, public service agencies

and members of the public as required.

- Performs confidential work processing, spreadsheets and typing requirements for the Superintendent and Senior Management, drafts and type's internal memorandums and other correspondence for signature as required and dispatches reports, letters, internal memorandums, faxes, standing orders and other correspondence.
- Carries out photocopying, filing, mailing and sending faxes as requested.
- Acts as a minute taker at meetings when required.
- Participates within and contributes to a positive and innovative workplace environment.
- Participates in the identification of opportunities for continuous improvement within the team and actively applies improvements.
- Participates constructively and positively within the workplace to achieve set tasks.
- Maintains confidentiality at all times.
- Proven ability to use MS Office products including Word and Excel.
- Demonstrated computer word processing and database skills.
- Possesses a high degree of competency, accuracy and attention to detail in processing and data entry.
- Participates within and contributes to a positive and innovative workplace environment.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to understand the Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

Achieve Results

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

Builds Productive Relationships

The capacity to responds under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.

Communicates and Influences Effectively

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

Role Specific Criteria

Special requirements/equipment

Nil

Certification

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

SuperintendentSignature: _____ Date: _____

HR certification date: _____