



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Administration Assistant

Level

2

Position Number

33427, 34364, 34392, 34463
34716, 34717, 34781, 35555
35556, 35619, 35620, 35621
35622, 35684

Division/Directorate

Major Projects Unit

Branch/Section**Effective Date**

June 2019

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Executive Director Major Projects, Class 2

Subordinates: No Direct Reports

Key role of this position

Provides a customer focussed secretarial and administrative support service in an infrastructure project environment.

Core duties and responsibilities

Administrative Support

- Provides a customer focussed administrative support and secretarial service to the Project Team, including word processing and data entry.
- Provides support to the Project Team with Objective Document Management System including transfer of routine correspondence relating to the project.
- Performs role of Minutes Secretary at meetings, including preparation and distribution of agendas and minutes, and following up actions on behalf of the Project team.
- Receives and distributes incoming and outgoing correspondence and files for the management team.
- Maintains records, registers and other administrative systems for the Branch.
- Verifies and arranges payment of accounts using financial management systems and
- Provides maintenance of contract documentation. throughout the project life cycle
- Arranges meetings and other events, including catering and booking of facilities.
- Responsible for ensuring office equipment is serviced and maintained.
- Arranges printing requirements and ensures reports, drawings, circulars and general correspondence are circulated to all relevant personnel.

Other

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Relevant experience providing customer focussed administrative and/or secretarial support services in an infrastructure project environment.

2. Communication and Interpersonal

- Well developed communication (written and verbal) and interpersonal skills, including the ability to liaise with a wide range of stakeholders from various levels of technical disciplines and fields
- Demonstrated ability to work effectively as a team member, including exposure to work in a project environment.

3. Organisation

- Sound organisation skills and time management skills, including demonstrated ability to work with minimal supervision, meet deadlines, use initiative and balance completing priorities at various stages of the project life cycle.

4. Computer Literacy

- Sound computer literacy, including a demonstrated ability to competently use relevant computer software packages.

Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence on request by the PTA may be required.

Certification

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

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date