



Job Description

Position Title:	<i>Administrative Assistant</i>	Classification:	<i>Level 2</i>
Position Number:	<i>MIS19064</i>	Location:	<i>Mineral House - East Perth</i>
Division/Group:	<i>Corporate Services</i>	Supervises:	<i>0</i>
Branch/Section:	<i>Human Resources</i>	Reports to:	<i>Human Resources Project Officer</i>

Operational Context

The Human Resources Branch contributes towards the successful achievements of the Department's strategic direction. The Branch does this by ensuring the development and application of fair and equitable human resources principles and policies, systems and processes, effective organisational design and supportive integrated people management activities.

Role Overview

This position is part of the Aboriginal Employment Program (AEP). This position provides administrative and clerical support to the Human Resources Branch.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Assists with administrative projects that contribute to the achievement of Human Resources Branch objectives
- Arranges meetings, prepares agendas, takes minutes and follows up on the necessary actions/outcomes of the meeting.
- Ensures all record keeping and corporate documentation requirements are established and maintained appropriately.
- Assists in the establishment and maintenance of appropriate clerical systems and utilises office technology appropriately.
- Provides effective and efficient administrative support to Branch staff.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

This position is part of the Aboriginal Employment Program (AEP) and is aligned to our Aboriginal Employment Strategy and Diversity and Inclusion Plan. This program is a diversity initiative to increase the workforce representation of Aboriginal and Torres Strait Islander people at DMIRS.

- Confirmation of Aboriginality
- Strong organisational skills with a high level of attention to detail
- Demonstrated experience in using technology to provide a range of administrative support and using Microsoft Office applications.
- Demonstrated ability to interact and communicate effectively with a range of stakeholders.
- Demonstrated ability to manage multiple competing tasks and prioritise accordingly.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Meets objectives, follows up to ensure work is finalised.
- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.
- Adheres to the Code of Conduct and behaves in an honest, professional and ethical way.
- Works collaboratively with team members and external stakeholders and treats people with respect and courtesy.
- Shows willingness to learn and develop expertise to achieve goals and tasks set.

What are the Job reporting relationships?

This position reports to: Human Resources Project Officer
Supervisor Position No: MP120054 Classification: L4

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- National Police Clearance

Approved Date

18-OCT-2019