

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced
Group: Public Schools	Effective Date of Document 30 August 2018
Division: Statewide Services	
Directorate: Teaching and Learning Services	
Branch: Road Safety and Drug Education	

THIS POSITION

Title: Administrative Assistant

Classification: Level 2

Position No: 00038988

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Director, Teaching and Learning Services

LEVEL: DEANE

POSITION NUMBER: 00027963

TITLE: Manager, Road Safety and Drug Education

LEVEL: 8

POSITION NUMBER: 00038890

This position and the positions of:

Title
Various

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Administrative Assistant	Level 2	00038988	30 August 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

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 Teaching and Learning Services Directorate is responsible for delivering integrated state-wide services for networks, schools and teachers supporting the learning and successful outcomes of all students. The services and support delivered through the Directorate are integrated with the Student Support Services Directorate, and all other functions of Statewide Services. This is achieved through a focus on better integration of services with schools, students, families and external service providers; supporting schools and networks of schools to deliver high-quality teaching and learning in every classroom; and creating expanded opportunities for students to develop academic, personal and social competencies they will need to participate in the future workforce and society.

The Road Safety and Drug Education Branch is a specialised centre of expertise delivering the School Drug Education and Road Aware Program (SDERA). SDERA is the State Government's primary strategy for road safety and drug education for young people. The program provides prevention education keeping children and young people safer. Program initiatives and resources target early childhood service providers and educators, school administrators, teachers, school support staff, parents/carers and the broader education community throughout Western Australia.

The SDERA program is designed to contribute to reducing road-related injuries and harms from alcohol and other drug use through education strategies and resources aimed at building the capacity of teachers and schools to implement evidence-based school alcohol and other drug and road safety education programs.

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ROLE

The Administrative Assistant:

- provides administrative support to the work unit, including basic research
- processes incoming and outgoing correspondence, actions routine and less complex 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
- provides support to meetings, including preparing and distributing agendas and minutes of meetings and following up on actions where required
- manages incoming telephone calls, visitor enquiries, diary/calendar appointments, meetings, emails and other communications
- provides event management support, including maintaining the enrolment system, promoting events, preparing workshop materials and organising venue hire, catering, travel and accommodation as required
- maintains the road safety and drug education website
- ensures that information technology requirements for the Branch are met, new employees are set up in Departmental systems and liaises with contractors to resolve issues
- undertakes accounts receivable invoice processing and credit card reconciliation and ensures correct coding and authorisation processes
- monitors and purchases office resources, including stocktake and inventory management
- assists with preparing the budget, monitoring expenditure and preparing reports, as required
- maintains databases and information systems and extracts reports
- monitors and collates data from online sources and databases, including Survey Monkey.

OUTCOMES

1. Administrative support is provided to the work unit in a timely and efficient manner.
2. Diary appointments, meetings and phone messages are recorded and managed for the work unit.
3. Effective working relationships are established and maintained.
4. Efficient prioritising and management of correspondence is undertaken, registered and maintained on an electronic record management system.
5. Payment of accounts, purchasing, expenditure monitoring and assistance with the budget and financial reports are completed within established timeframes.
6. Appropriate travel, accommodation and hospitality arrangements are managed.

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7. Minutes are taken at key meetings and administrative matters are managed to support special functions.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience in 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 with individuals at all levels.
4. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing and experience using an electronic records management system.
5. Demonstrated sound organisational skills with the ability to use initiative and work independently and as part of a team.

ELIGIBILITY

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement; and
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 30 August 2018
TRIM REF # D18/0387070