

**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 General Agreement 2014 or as replaced	
Group:	Schools	Effective Date of Document 28 January 2016
Division:	Statewide Services	
Directorate:	Student Support Services	
Branch:	Disability Services and Support	

THIS POSITION	
Title:	Administrative Assistant
Classification:	Level 2
Position No:	00036398
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Director, Student Support Services	
LEVEL:	DIRCEN	
POSITION NUMBER:	00035548	
TITLE:	Manager, Disability	
LEVEL:	8	
POSITION NUMBER:	00036309	
This position and the positions of:		
Title	Level	Position Number
Deputy Principal MSSD	ADMIN4	00033169
Principal Advisor	At Level	Various
Principal Consultant NCCDSD	EO3	00034311
Principal Consultant	7	Various
School Psychologist Consultant	SPSY2	00033751

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Administrative Assistant	Level 2	00036398	28 January 2016

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the state. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system 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.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

The Statewide Services Division is responsible for delivering support services across the State within the portfolios of Behaviour, Engagement, Attendance, Wellbeing, Disability, Curriculum P-10 and Curriculum Senior Secondary, to improve educational outcomes for all students. This involves closely collaborating with regions to ensure there is a state-wide integration of support to schools through the provision of policy advice, allocation of resources, and the monitoring of 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.

The services and support delivered through the Disability Services and Support branch will provide the strategic management and coordination of policy, resourcing, services and support for students with disability. The Disability Services and Support branch is located within the Student Support Services Directorate, and part of Statewide Services. The goals of the branch are:

- all students with disability have access to a program aligned with their learning needs
- all students with disability are able to participate in the full school experience
- all students with disability transition into meaningful post school options
- there are demonstrable improvements in standards of achievement for students with disability
- parents/families and other stakeholders have high levels of satisfaction with the education provided for students with disability.

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ROLE

The Administrative Assistant:

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

OUTCOMES

1. Administrative support is provided to the Manager and branch members in a timely and efficient manner.
2. Diary appointments, meetings, interview schedules and phone messages are recorded and managed for the Manager and branch members when required.
3. Agendas are prepared and minutes are taken at key meetings and administrative matters are managed to support special functions.
4. Effective liaison is undertaken with senior officers and other members of the Department and other agencies.
5. Efficient prioritising and management of branch correspondence is undertaken, registered and maintained on an electronic record management system.
6. Appropriate travel, accommodation and hospitality arrangements are made for Manager and branch members.
7. Payment of accounts, purchasing, expenditure monitoring and assistance with the budget and financial reports is completed within established timeframes.
8. Basic research is undertaken.

TITLE Administrative Assistant	CLASSIFICATION Level 2	POSITION NO 00036398	EFFECTIVE DATE 28 January 2016
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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 clerical and general administrative duties.
2. Demonstrated experience in purchasing, processing of accounts for payment and monitoring expenditure for a work unit.
3. Demonstrated sound verbal, written and interpersonal communication skills with the ability to liaise effectively with officers at all levels.
4. Demonstrated well developed keyboard and computer skills, including a working knowledge of databases, spreadsheets, word processing and experience using an electronic records management system.
5. Demonstrated sound organisational skills with the ability to use initiative and work independently or 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;
- 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 28 January 2016
TRIM REF # D16/0103611