

Administrative Assistant

Leadership Institute

Position number	00040644
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 2
Reports to	Project Officer (Level 4)
Direct reports	Nil

Context

The Leadership Institute:

- supports the Department's strategic objective of building motivated, committed and skilled school leaders able to meet the challenges of providing students with access to an education system dedicated to the highest standards of student achievement
- coordinates, develops and contributes to planning and delivering high-quality professional learning for school leaders
- engages in activities that support school leaders to undertake systematic professional learning that stimulates and supports work-based learning and improvement
- provides a coordinated approach to recognising and valuing professional learning that contributes to work-place learning, career development and promotion, including development of pathways to assist school leaders to engage in quality professional learning that links to university and further study as credit towards their professional qualifications
- refines and develops requirements for the design and delivery of professional learning and develops procedures to monitor their application and success.

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Key responsibilities

- Coordinate Institute programs, including maintaining the enrolment system, organising workshops and preparing workshop materials.
- Coordinate venues and catering for professional learning programs.
- Assist with travel arrangements, including preparing travel documents and booking flights and accommodation.
- Provide clerical and administrative support to the work unit, including basic research.

- Manage incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other communications.
- Process and deliver incoming and outgoing correspondence and action routine matters by drafting responses and preparing basic reports.
- Maintain an effective correspondence filing system for corporate information and records relating to projects, initiatives, committees and other activities.
- Prepare and distribute meeting agendas and minutes and undertake follow up actions when required.
- Assist with preparing the budget, payment of accounts, credit card reconciliation, monitoring expenditure and preparing reports as required.

Selection criteria

1. Demonstrated sound organisational skills, including the ability to use initiative and work independently and as part of a team.
2. Demonstrated experience in clerical and administrative duties.
3. Demonstrated experience in purchasing, processing accounts for payment and monitoring expenditure for a work unit.
4. Demonstrated sound written, verbal and interpersonal communication skills with the ability to communicate effectively with individuals at all levels.
5. Demonstrated well developed keyboarding and computer skills including a working knowledge of databases, spreadsheets and word processing

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

ENDORSED

Date 21 August 2020
Reference D20/0430332