

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced
<b>Group:</b> <b>Various</b>	<b>Effective Date of Document</b> 21 August 2018

**THIS POSITION**

**Title:**                   **Administrative Assistant**

**Classification:**       **Level 2**

**Position No:**         **Generic**

**Positions under direct responsibility:** **Nil**

**REPORTING RELATIONSHIPS**

**TITLE:**                                           *May vary depending on the position*

**LEVEL:**

**POSITION NUMBER:**

**TITLE:**                                           *May vary depending on the position*

**LEVEL:**

**POSITION NUMBER:**

**This position and the positions of:**

<b>Title</b>	<b>Level</b>	<b>Position Number</b>
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TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Administrative Assistant	Level 2	Generic	21 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/web/our-organisation/home>.

## ROLE

The Administrative Assistant:

- provides clerical and administrative support to the work unit, including basic research
- prepares, processes and delivers incoming and outgoing correspondence, actions routine 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
- prepares and distributes meeting agendas and minutes and undertakes follow up actions when required
- manages incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other communications
- assists with travel arrangements, including preparing travel documents, 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 respective work unit in timely and efficient manner.

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2. Diary appointments, meetings, interview schedules and phone messages are recorded and managed for the work unit.
3. Effective liaison is undertaken with senior officers and other members of the Department and other agencies.
4. Efficient prioritising and management of correspondence is undertaken, registered and maintained on electronic record management systems.
5. Payment of accounts, purchasing, expenditure monitoring and assistance with the budget and financial reports is completed within established timeframes.
6. Appropriate travel, accommodation and hospitality arrangements are made for the work unit.
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 clerical and 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 effectively with individuals at all levels.
4. Demonstrated well developed keyboarding 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, including 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 21 August 2018**  
**TRIM REF # D18/0358410**