

## Administration Assistant

### Examinations, Certification and Testing

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager (Level 8)
<b>Direct reports</b>	Nil

#### Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Examinations, Certification and Testing (ECT) Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

Visit [scsa.wa.edu.au](https://scsa.wa.edu.au) to find out more information about the School Curriculum and Standards Authority.

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

### **Key responsibilities**

- Prepare documents using advanced Microsoft products, (includes brochures, spreadsheets, charts, Outlook, PowerPoint and tables).
- Provide support to, and maintains, team communication processes with schools, the public and within and across the organisation's teams.
- Provide a high level of customer service in handling telephone enquiries and ensuring visitors are received and assisted in a professional manner.
- Liaise with stakeholders to support the services and programs within the organisation.
- Provide clerical support for ad hoc special projects and support across the directorate as business needs arise.
- Coordinates meetings, including venue and room bookings, arranges catering, and prepares and distributes agendas, minutes and associated documents.
- Establish, maintain and update databases, undertakes data collection, data entry and processing and maintain effective records and information databases in accordance with recordkeeping policy.
- Prepare responses to correspondence and general matters as required.
- Coordinate and/or arrange travel and accommodation.
- Organise stationery orders and other minor purchases and coordinates the use of office equipment and maintains stationery supplies.
- Undertake minor research and investigations and assists in special projects.
- Maintain the bulk mail register within the area, as required.
- Assist managerial staff meet their financial, procurement and human resources responsibilities, including reconciling credit card expenditure, checking certification reports and invoices and monitoring expenditure.

### **Selection criteria**

1. Demonstrated well developed word processing skills and proficiency with other components of Microsoft Office, including Outlook, Excel and PowerPoint and experience using an electronic records management system.
2. Demonstrated sound written and oral communication and interpersonal skills with the ability to liaise effectively with individuals at all levels and provide customer-focussed services.
3. Demonstrated experience in purchasing, processing accounts for payment and monitoring expenditure for a work unit.
4. Demonstrated sound ability to work independently or in a team environment to meet planned outcomes in a timely manner.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 16 October 2019  
Reference D19/0477090