



Government of Western Australia
Department of Mines, Industry Regulation and Safety



Projects, Events and Admin Officer - Level 1 (0000215)

Group:	Corporate Services	Location:	Mineral House - East Perth
Division/Directorate:	Corporate Services	Supervises:	0
Branch:	Human Resources	Reports to:	Aboriginal Strategy Coordinator
Section:	People Development and Culture		

Operational Context

The Human Resources Branch contributes towards the successful achievements of the Department's strategic direction. The Branch does this by ensuring the development and application of fair and equitable human resources principles and policies, systems and processes, effective organisational design and supportive integrated people management activities.

Role Overview

This position undertakes a range of administrative support activities for the People Development and Culture Section within the Human Resources Branch.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Assist with the planning, promotion and running of Diversity and Inclusion, Aboriginal Employment Strategy and Reconciliation Action Plan events and other team events.
- Provides administrative support for the corporate training program and other team activities including:
 - dealing with telephone enquiries;
 - taking messages;
 - updating records and data bases;
 - maintaining electronic filing systems;
 - preparing agendas and recording minutes;
 - producing documents and promotional material using a range of publishing and graphic software.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

Role specific requirements

(The following outlines what experience and qualifications are required to fulfil this role)

- Ability to identify and resolve simple administrative problems (e.g. couriers, filing).
- Demonstrated ability to use a range of software including MS Office.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Shows willingness to learn and develop expertise to achieve goals and tasks set.
- Works collaboratively with team members and external stakeholders and treats people with respect and courtesy.
- Adheres to the Code of Conduct and behaves in an honest, professional and ethical way.
- Meets objectives, follows up to ensure work is finalised.
- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.

This position reports to:

Aboriginal Strategy Coordinator

Position No: 00023990 Classification: L7

Positions reporting to this Role:

This position has no direct reports

Pre-employment requirements and further assessments that may be undertaken

- National Police Clearance

Approved Date

29-APR-2021

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