



Administrative Assistant

Department of Education

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 2
Reports to	May vary depending on the position
Direct reports	Nil

Context

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Key responsibilities

- Provide clerical and administrative support, including basic research, to the work unit in a timely and efficient manner
- Prepare, process and deliver incoming and outgoing correspondence, 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.
- Manage incoming telephone calls, visitor enquiries, diary appointments, meetings, interview schedules, emails and other communications.
- Assist with hospitality and travel arrangements, including preparing travel documents and booking flights and accommodation.
- Assist with the preparation of the budget, payment of accounts, credit card reconciliation, monitoring expenditure and preparing reports as required.
- Liaise with senior officers and other members of the Department and other agencies, as required.

Selection criteria

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 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 25 January 2021
Reference D21/0029951