

Administration Assistant

Principal Professional Review

Position number	00042067
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 2
Reports to	Principal Consultant (Level 7)
Direct reports	Nil

Context

The Department of Education's strategic plan, outlines the commitment for every child to enjoy a high quality of education. This is an education underpinned by excellence in teaching, quality leadership and pathways from kindergarten to year 12 that meet the needs of the learner in preparing them to take the next step into the world of work or further education.

Principal Professional Reviews are a key element of the Department's school accountability mechanisms. The purpose of the review process is twofold: to assist principals to improve their leadership of their school; and to assure the Director General that every principal is meeting or exceeding expectations.

The reviews contribute to strengthening public confidence that every principal is operating effectively and facilitating high quality education to students. The reviews affirm the strengths of each principal and provide feedback to assist the principal with their leadership development planning.

Our model is built on the foundation that performance management is a right as well as an entitlement; that principals have the right to receive timely ongoing performance feedback on which their professional growth can be based. The Department recognises that all principals are on a journey of professional growth and supports the development of 'good' to 'great'; and 'great' to 'outstanding' principals.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide clerical and administrative support to directors and staff in the Principal Professional Review directorate, including assisting in induction of new staff.

- Coordinate travel arrangements, including preparation of travel documents and booking of flights, accommodation, parking and transport, in line with Department policy and procedures.
- Maintain an effective management and filing system for correspondence, corporate information and records relating to operational matters.
- Manage the payment of accounts, reconciliation and processing of corporate credit cards, arrangement of quotations and purchasing.
- Coordinate and provide editorial support for correspondence in accordance with Department protocols and guidelines.
- Manage incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other directorate communications.
- Communicate with internal and external clients, including executive staff, school and education regional office staff, parents and members of the public.
- Manage confidential and sensitive enquiries requiring appropriate referral and timely responses.
- Ensure adequate office supplies are available and replenished.
- Provide hospitality support for directors and visitors, including organisation of parking, refreshments/catering and meeting room management.
- Prepare and distribute correspondence, agendas and minutes of meetings, as required.
- Attend to general matters on behalf of the directors and Principal Consultant.

Selection criteria

1. Demonstrated skills and experience in providing clerical and administration support.
2. Demonstrated sound written, verbal and interpersonal communication skills and experience in the application of customer service principles and practices.
3. Demonstrated experience in purchasing, processing accounts for payment and monitoring expenditure for a work group.
4. Demonstrated good organisational skills, including the ability to prioritise tasks, exercise initiative and work with minimal supervision.
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 13 December 2021
Reference D21/0778231