



Openness

Clarity

People

Leadership

Job Description Form



Administrative Assistant - Level 2 (Generic)

24 August 2022

Division/Directorate

State Services

Branch/Section

Executive Government Services

Reports to

Manager, Cabinet and Sub-Committees

Supervises

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Operational Context:

The Department of the Premier and Cabinet supports the Premier as head of the Western Australian Government. The Department is a central agency that leads the public sector in providing advice and support to the Premier and Cabinet in their service of the Western Australian Community.

Role Overview:

This position is responsible for performing administrative duties relating to the Cabinet process and providing administrative support to the Director of Executive Government Services and Ministerial offices, where required.

Role Responsibilities:

- Provides a professional and confidential reception service for the Premier, Ministers and visitors during Cabinet and Cabinet Sub-Committee meetings.
- Prepares and distributes Cabinet files for the Premier, Ministers and senior DPC officers ensuring all documents are included as set out in the agenda.
- Prepares and distributes copies of Cabinet submissions for comment to Ministerial offices, senior DPC officers and relevant agencies and maintains a record of their issue and return.
- Prepares and distributes copies of Cabinet decision sheets to relevant Ministerial offices and agencies within required timeframes.
- Prepares and circulates a weekly update of Ministers' movements.
- Prepares and maintains the record book of Cabinet decisions.
- Responds to queries from Ministerial offices and government agencies in relation to Cabinet submissions and procedures and refers matters to other officers within Executive Government Services when appropriate.
- Prepares the Cabinet room for Cabinet meetings, including stationery and catering requirements.
- Prepares official Cabinet record files by collating, paginating and scanning documents ready for archiving.
- Processes office accounts and maintains accounts database.
- Assists with the preparation and distribution of Cabinet Sub-Committee agenda papers as required.
- Assists with the recording of Cabinet approved appointments to State Government boards and committees.
- Performs other duties as directed.

Corporate 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 and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

- Excellent communication and interpersonal skills with proven ability to liaise effectively with senior officers.
- Ability to prioritise and coordinate activities, meet deadlines and work without direct supervision.
- Ability to deal with confidential and sensitive material.

- Ability to work effectively as part of a team.
 - Accurate keyboard skills, experience in the use of Microsoft Office applications, accounts processing and petty cash.
 - A current “C” Class Western Australian drivers licence.
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Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
 - National Criminal Record Screening Clearance
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Certification

DDG Signature:

People Services:

Date:

Date: