



Administrative Assistant

System and School Performance

Position number	00023470
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 2
Reports to	Director, System and School Performance (Level 9)
Direct reports	Nil

Context

The System and School Performance Directorate has two branches: System Performance and School Performance. Its purpose is to:

- develop, disseminate and support Departmental policies and frameworks related to performance, research, Gifted and Talented and accountability
- collect, analyse and provide performance and statistical information to meet planning, reporting and resource allocation requirements and enhance Departmental decision making
- provide information and support to external agencies and the wider community about public schools
- manage the On-entry Assessment program and Reporting to Parents (RTP), the application and selection processes for Gifted and Talented programs and the administration of Notices of Arrangements.

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

Key responsibilities

- provides clerical and administrative support to the work unit in a timely manner, including basic research
- prepares, processes and delivers incoming and outgoing correspondence, actions routine matters by drafting responses and preparing basic reports
- maintains an effective correspondence filing system for corporate information and records relating to projects, initiatives, committees and other activities
- prepares and distributes meeting agendas and minutes and undertakes follow up actions when required
- manages incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other communications

- assists with travel arrangements, including preparing travel documents, booking flights and accommodation
- assists with the preparation of the budget, payment of accounts, credit card reconciliation, monitoring expenditure and preparing reports 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 28 March 2019
Reference D19/0117592