



## ABOUT THE WESTERN AUSTRALIAN MUSEUM

The WA Museum’s mission is to inspire curiosity to explore the past, question the present and shape the future.

Our work is diverse and collaborative; it is local, national and global. We aspire to be a valued, used and admired organisation by all Western Australians and the world.

WA Museum manages eight locations throughout Western Australia, including the award-winning Boola Bardip in the Perth Cultural Centre. We have a team of dedicated curators undertaking a wide range of research and caring for more than eight million objects for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC).

### OUR MISSION

Inspiring curiosity to explore the past, question the present and shape the future.

### OUR VISION

An informed and engaged community working together for a better future.

### OUR VALUES

Respectful

Inclusive

Accountable

Enterprising

Recognition of Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia.

## ORGANISATIONAL PILLARS

1

Sustainability

2

At the Heart of  
the Community

3

Aboriginal and  
Torres Strait  
Islander Peoples

4

State-wide



**WESTERN  
AUSTRALIAN  
MUSEUM**

Department of Local Government,  
Sport and Cultural Industries

## **JOB DESCRIPTION FORM**

### **DETAILS**

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**Position Title**

Administrative Assistant

**Position Number**

14664

**Classification Level**

Level 2 (L2)

**Award/Agreement**

Public Service Award 1992 / PSGO CSA GA

**Directorate**

Engagement

**Branch/Team**

Engagement / WA Museum Boola Bardip

**Physical Location/s**

WA Museum Boola Bardip, Perth

### **REPORTING RELATIONSHIPS**

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**Position reports to**

Manager WA Museum Boola Bardip, L7

**Positions reporting to this position**

- Nil

### **PURPOSE OF THE POSITION**

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Provides confidential secretarial and administrative support to the Manager WA Museum Boola Bardip.

### **STATEMENT OF DUTIES**

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**Secretarial:**

- Assists the Manager WA Museum Boola Bardip, in managing diary and electronic contacts.
- Takes and directs telephone calls. Answers enquiries competently and efficiently including professional stakeholder liaison on behalf of the Manager. Receives visitors and provides tea/coffee.
- Arrange meetings with internal and external stakeholders including the preparation of agenda, set up of meeting rooms/teleconference, and taking minutes where required.



- Arranges itinerary, travel, visas, and accommodation for the Manager WA Museum Boola Bardip.
- Assists the Manager WA Museum Boola Bardip with the preparation of Board papers and documentation for other meetings.
- Maintains confidential files and correspondence for the Manager WA Museum Boola Bardip.
- Types letters, proofreads, and tracks correspondence.
- Maintains tidiness of the office of the Manager WA Museum Boola Bardip.

**Administrative:**

- Provides day-to-day support as required.
- Performs research on requests/enquiries and analysis of documents; and coordinates information, as required.
- Database management.
- General administrative support including quality word processing, as well as basic financial and human resources processes.
- Prepares PowerPoint presentations.
- Undertakes general records and file management utilising the Museums' electronic information management system (e.g. TRIM).
- Collects and distributes mail daily.
- Other duties as required with respect to the scope of the position.



## **WORK RELATED REQUIREMENTS**

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### **Essential**

1. Ability to work both independently and as part of a team.
2. Demonstrated high level secretarial and administration skills including quality word processing and concise minute taking.
3. Demonstrated high level computer skills including electronic diary management, excel, PowerPoint and database operations.
4. Demonstrated knowledge of standard office procedures, including records management, basic financial and human resources processes.
5. Demonstrated high level verbal and written communication and interpersonal skills.
6. Demonstrated experience in organisational and coordination skills with the ability to meet work priorities.

### **Essential**

1. Knowledge of government procedures including preparation of Ministerial correspondence.
2. Knowledge and experience of TRIM Records Management system.

## **SPECIAL CONDITIONS**

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- Nil

## **APPOINTMENT IS SUBJECT TO**

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- Eligibility to Work in Australia.
- A current (within 6 months) National Police Clearance Certificate.