**Job Description Form**

**Administrative Support Officer**

**(Aboriginal Outcomes)**

**Position Details**

**Position Number:** Generic

**Classification:** Level 2

**Award/Agreement:** PSA 1992 / PSCSAA 2022

**Organisational Unit:** Aboriginal Outcomes / AO Business Services / Various

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** May 2023

**Reporting Relationships**

**This position reports to:**

Principal Project Officer, Various, Level 7

**Positions under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth. We also lead the State’s welfare recovery, following challenges presented by the COVID-19 pandemic.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**About Aboriginal Outcomes**

The Aboriginal Outcomes division is multi-disciplinary and focuses on programs, projects and initiatives that support and enable the Department to improve outcomes for Aboriginal children, families and communities. The division operates at a whole-of-system, whole-of-government and whole-of-agency level.

Projects focus on targeting organisational capability, developing new ways of working, enhancing economic development and designing and delivering new models of service delivery. The determination of project areas is defined by Government and the Department, which reflects emerging themes within Aboriginal communities.

The team environment is agile, dynamic, focused on positive outcomes and delivering change across our target areas. Our team embodies the Departmental values.

We achieve a culturally secure work environment and prioritise cultural awareness across our team to support and enable improved outcomes for Aboriginal staff, Aboriginal children, people, families and communities.

**Role Statement**

This position will support administrative requirements for programs and functions within the Aboriginal Outcomes Division.

**Position Duties and Responsibilities**

**1. Administrative Support**

1.1 Plans and prioritises work daily, in the context of consistent with ongoing demands.

1.2 Responds to requests for general information from staff, individuals and families, and Management, as well as ensuring accurate message recording.

1.3 Responds to internal staff enquiries regarding Division related issues and redirects as appropriate.

1.4 Maintains and updates administrative files and relevant spreadsheets and databases.

1.5 Maintains and updates Corporate records in accordance with Government regulations and Divisional requirements.

**2. Management Support**

2.1 Provides support regarding all aspects of administration and operations management.

2.2 Assists with the collection, maintenance and analysis of operational data, including family and staff contact details and other legislative requirements.

2.3 Generates Reports, Meeting Minutes, PowerPoint presentations, tables and graphs, mail merges, Newsletters and internal and external correspondence in accordance with specified formatting requirements for area staff.

2.4 Organises internal and external Meetings and Forums, including participant notification, venue booking, and equipment access and catering.

**3. Operational Support**

3.1 Undertakes Special Projects as required, including information collation, presentation and identification of issues requiring Management follow up.

3.2 Liaises with other Directorates within the Division to meet operational requirements.

3.3 Monitors financial transactions and actions corrections as required.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Communities performance development process and pursues professional development opportunities.

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**Essential Work-Related Requirements (Selection Criteria)**

1. Well-developed computer skills and competence in Microsoft Office applications including Word, Excel, PowerPoint and Outlook.

2. Demonstrated ability to communicate with and provide Administrative support to Senior and Executive staff.

3. Ability to work independently and exercise initiative and discretion.

4. Demonstrated organisational skills, including the ability to achieve specified outcomes in an environment of competing demands.

5. Effective written and verbal communication skills.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.