**Job Description Form**

**Administration Assistant**

**(Aboriginal Outcomes)**

**Position Details**

**Position Number:** Generic

**Classification:** Level 3

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

**Organisational Unit:** Aboriginal Outcomes / Various

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** May 2023

**Reporting Relationships**

**This position reports to:**

Principal Project Officers, 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 provide Administrative support to high-priority Programs within the Aboriginal Outcomes Division.

**Position Duties and Responsibilities**

**1. Administration Support**

1.1 Responds to requests for general information from the Management Team and staff, as well as ensuring accurate message recording.

1.2 Responds to staff enquiries regarding Directorate or Project / Program needs.

1.3 Organises Meetings, Forums, Events, including invites, venue booking, equipment, catering, room set up, Agendas, Papers and Minutes of Meetings required by various Teams.

1.4 Maintains and updates Corporate records in accordance with Government regulations and Departmental requirements.

**2. Management Support**

2.1 Provides support to the Directorate regarding administration, operations and general management.

2.2 Generates Reports, Minutes, Presentations, tables and graphs, mail merges and internal and external correspondence, in accordance with the requirements of the Directorate.

2.3 Monitors and maintains diaries and/or meeting schedules for Managers.

**3. Operational Support**

3.1 Undertakes special Projects as required, including information collation, presentation and the identification of issues requiring management follow-up.

3.2 Liaises with other Directorates within the Department to meet operational needs.

3.3 Provides Operational Policy and process advice to Directorate staff.

3.4 Reviews tasks, workflows and administrative procedures to identify and implement improvements.

3.5 Provides accurate Reports and information when required.

3.6 Distributes information and resources, including collation and presentation of information to the Directorate.

**4. Stakeholder Management**

4.1 Supports effective relationships with stakeholders that may include Government, non-Government, and Aboriginal communities.

4.2 Demonstrates the ability to engage in a culturally appropriate manner with stakeholders.

**5. Program Support**

5.1 Provides Administrative support to the relevant Project Team/s.

5.2 Maintains records, Registers and schedules to support Directorate accountability, output reporting and quality management.

5.3 Establishes and maintains filing and tracking systems.

5.4 Collates, edits and formats information for Directorate Reports and communications.

5.5 Investigates, researches and analyses issues identified by Managers and Senior staff.

**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 verbal, written, negotiation and interpersonal skills, with the ability to communicate with colleagues at all levels in an informative and professional manner.

2. Demonstrated organisational skills, including ability to work with minimal supervision to prioritise work and complete tasks within set timeframes.

3. Intermediate to advanced skills in Microsoft Word, Excel, PowerPoint and Outlook.

4. Demonstrated literacy, numeracy, accuracy and attention to detail.

5. Ability to work proactively and effectively in a Team environment to achieve organisational outcomes.

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

1. Working knowledge of Government Administrative, Purchasing and Financial Management procedures.

**Essential Eligibility Requirements / Special Appointment Requirements**

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