



Job Description Form – Administration Support Officer

Position Number:	(Generic)	Division:	Various
Classification:	Level 2	Reports to:	Various
Leadership	Personal	FTE Managed:	0
Context:	Leadership		
ANZSCO:	531111		

Description

The Administration Support Officer position will provide professional customer-focused high-level administrative support to the relevant division.

Responsibilities

- Learn about the Department's functions.
- Complete the Certificate III in Government.
- Provide a range of administrative support services to the relevant division.
- Provide support for internal and external meetings, committees working parties, including preparation of rooms and other actions as required.
- Provide project administration support as required.
- Undertake minor research involving sourcing data, information and reports.
- Applies Equal Opportunity and Diversity, Occupational Safety and Health and ethical principles/practices in all aspects of this role.
- Encourages and supports a safe workplace environment.
- Applies curiosity and performs other duties as required
- Demonstrates the expected behaviours of the leadership context for this role

Special Requirements

All Department positions require a national police check conducted.

Requirements

- Maintains office administrative records and systems, monitors mailbox, answers phone queries and provides general administrative assistance as required.
 - Develops and maintains productive working relationships with internal and external stakeholders
 - Western Australia Certificate of Education (WACE) completion.
 - Demonstrate the behaviours within the leadership context of Personal Leadership as outlined below
 - Other duties as required.
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