



## Administrative Assistant

Curriculum, Assessment and Strategic Policy

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager (Level 8)
<b>Direct reports</b>	Nil

### Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Curriculum, Assessment and Strategic Policy Directorate is responsible for:

- implementing moderation activities to ensure state wide comparability of standards
- ensuring that equitable and rigorous Australian Tertiary Admission Rank (ATAR) course examinations are developed and provided for implementation in all Western Australian schools and international schools that deliver the Western Australian Certificate of Education (WACE)
- ensuring that the ATAR course examinations reflect the content of the ATAR courses
- ensuring that the examinations are reviewed at the completion of implementation
- leading the development of examinations in an online environment and ensuring that the curriculum is shaped to address the shift into an online environment
- directing and managing the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- researching best practice in curriculum, standards and moderation
- planning and developing the policies, programs, systems and innovations associated with the work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to the needs of the School Curriculum and Standards Authority Board and the Minister and leading the coordination of associated services and support.

Visit [scsa.wa.edu.au](http://scsa.wa.edu.au) to find out more information about the School Curriculum and Standards Authority.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### **Key responsibilities**

- prepares documents using advanced Microsoft products, (includes brochures, spreadsheets, charts, Outlook, PowerPoint and tables)
- provides support to, and maintains, team communication processes with schools, the public and within and across the organisation's teams
- provides a high level of customer service with particular skills in handling telephone enquiries and ensuring visitors are received and assisted in a professional manner
- liaises with stakeholders to support the services and programs within the organisation
- provides clerical support for ad hoc special projects and support across the directorate as business needs arise
- coordinates meetings, including venue and room bookings, arranges catering, and prepares and distributes agendas, minutes and associated documents
- establishes, maintains and updates databases, undertakes data collection, data entry and processing and maintains effective records and information databases in accordance with recordkeeping policy
- prepares responses to correspondence and general matters as required
- coordinates and/or arranges travel and accommodation
- organises stationery orders and other minor purchases and coordinates the use of office equipment and maintains stationery supplies
- undertakes minor research and investigations and assists in special projects
- maintains the bulk mail register within the area, as required
- assists managerial staff meet their financial, procurement and human resources responsibilities, including reconciling credit card expenditure, checking certification reports and invoices and monitoring expenditure
- performs other administrative duties as directed.

### **Selection criteria**

1. Demonstrated well developed word processing skills and proficiency with other components of Microsoft Office, including Outlook, Excel and PowerPoint and experience using an electronic records management system.
2. Demonstrated sound written and oral communication and interpersonal skills with the ability to liaise effectively with individuals at all levels and provide customer-focussed services.
3. Demonstrated experience in purchasing, processing accounts for payment and monitoring expenditure for a work unit.
4. Demonstrated sound ability to work independently or in a team environment to meet planned outcomes in a timely manner.

### **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 17 April 2019  
Reference D19/0136950