



## Administrative Assistant

### System Response and Transformation

<b>Position number</b>	00043871
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Director, System Response and Transformation (Level 9)
<b>Direct reports</b>	Nil

#### Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner preparing them for their next step into the workforce or further education.

The System Response and Transformation Division (SRT) drives high performance and assurance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives. This is achieved by ensuring strategic responses and projects are delivered within expectations; collecting and analysing data and reporting on performance; and overseeing the development of transformation opportunities in line with the Department's strategic intent.

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

#### Key responsibilities

- Provide clerical and administrative support to the Division, including basic research, in a timely and efficient manner.
- Prepare, process and deliver incoming and outgoing correspondence, action routine matters by drafting responses and preparing basic reports.
- Maintain an effective correspondence filing system for corporate information and records relating to projects, initiatives, committees and other activities.
- Prepare and distribute meeting agendas and minutes and undertake follow up actions when required.
- Manage incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other communications.
- Undertake effective liaison with Senior Executive Officers and other officers of the Department and other agencies.
- Assist with travel arrangements, including preparing travel documents and booking flights and accommodation.

- Assist with the preparation of the budget, payment of accounts, credit card reconciliation, monitoring expenditure and preparing reports as required.

### **Selection criteria**

1. Demonstrated experience in clerical and general administrative duties.
2. Demonstrated experience in purchasing, processing accounts for payment and monitoring expenditure for a work unit.
3. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise effectively with individuals at all levels.
4. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets, word processing and using an electronic records management system.
5. Demonstrated sound organisational skills, including the ability to use initiative and work independently or as part of a team.

### **Eligibility and training requirements**

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            10 May 2024  
Reference     D24/0329189