

Administration Support Officer

Policy and Quality Assurance

Position number	00047296
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Principal Consultant – Accreditation and Qualifications (Level 7)
Direct reports	Nil

Context

The Teacher Registration Directorate comprises three Branches: Registration and Customer Services, Investigations and Compliance, and Policy and Quality Assurance. The Directorate is responsible for providing secretariat services to the Teacher Registration Board of Western Australia. The Directorate supports the Board's mission of serving the public interest by ensuring that teachers are registered and teacher education programmes are accredited in accordance with relevant legislation and in the best interests of children.

Visit trb.wa.gov.au to find out more information about the Teacher Registration Board of Western Australia.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide administrative support for research activities, projects, and initiatives to support the Board/Director and staff in the directorate as required.
- Assist in preparing project plans, presentations, reports, supporting materials, and monitoring systems, following Directorate policies and guidelines.
- Assist in preparing Teacher Login content associated with the functions of the Teacher Registration Directorate.
- Respond to enquiries and engage with stakeholders as needed.
- Participate in, and contribute to, the analysis of emerging trends and issues relating to the functions of the Teacher Registration Directorate.
- Provide general support to the teams within the Teacher Registration Directorate, including but not limited to reviewing and recording correspondence, scanning documents, creating files, monitoring compliance with Directorate policies, and preparing reports.
- Maintain an effective correspondence filing system for corporate information and records relating to projects, Board meetings, initiatives, committees, and other directorate activities.

- Prepare and distribute meeting agendas and minutes, and undertake follow-up actions when required.
- 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 considerable knowledge and experience in the delivery of administration support services.
2. Demonstrated experience in purchasing, processing accounts for payments and monitoring expenditure for a work unit.
3. Demonstrated sound organisational skills, with the ability to use initiative and work independently or as part of a team as required.
4. Demonstrated sound written communication skills, with the ability to prepare reports.
5. Demonstrated strong verbal communication and interpersonal skills, including the ability to communicate information in a clear manner and provide high-level customer service.
6. Demonstrated well-developed computer application skills, including word processing, development and maintenance of databases and spreadsheets, and experience using an electronic records management system.

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 12 May 2025
Reference D25/0432197