

Administrative Assistant

Labour Relations

Position number	00040197
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 2
Reports to	Manager Labour Relations (Level 8)
Direct reports	Nil

Context

The Employee Relations Directorate is responsible for ensuring that industrial instruments and legislative frameworks are complied with and that employees are supported in a range of discrete human resource matters. The Directorate is made up of two branches: Labour Relations and Employee Support Bureau. The Directorate provides strategic and operational advice to the Minister, Director General, school leaders and line managers on a range of employee relations matters.

The Labour Relations Branch operates in a complex human resources industrial environment and is responsible for ensuring policies and practices in the Department are developed and consistently applied, improved employment conditions and workplace flexibility within legislative and economic constraints; and the provision of strategic, operational, industrial and complaint management advice, training, advocacy and negotiation in relation to all central and regional offices and schools.

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Key responsibilities

- Provide clerical and administrative support and assistance to a team of Labour Relations advisors and school principals, including basic research.
- Assist with travel arrangements, including preparing travel documents, booking flights and accommodation.
- Prepare and collate resources for meetings and training days.
- Maintain databases, records and management information systems relating to the work unit.
- Assist with the preparation, monitoring and reporting on the work unit's budget.
- Process incoming and outgoing enquiries and correspondence, actions routine matters by drafting responses and quality assuring reports, briefing notes and Ministerials.

Selection criteria

1. Demonstrated experience general administrative duties and support.
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 experience using an electronic records management system.
5. Demonstrated sound organisational skills, including the ability to use initiative and work independently and as part of a team.

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 28 January 2020
Reference D20/0047099