**Job Description Form**

**Administrative Assistant**

**Position Details**

**Position Number:** Generic

**Classification:** Level 2

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Community Services / Statewide Services / Statewide Services Business Support

**Location:** Perth Metropolitan Area

**Classification Date:** September 2017

**Effective Date:** August 2023

**Reporting Relationships**

**This position reports to:**

Business Manager, 008950, Level 5

**Positions under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth. We also lead the State’s welfare recovery, following challenges presented by the COVID-19 pandemic.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**Role Statement**

This position assists with budgeting, coordination, research and drafting reports.

The role also provides an effective and efficient executive and administrative support service to the Manager.

**Position Duties and Responsibilities**

**1. Research and Reporting**

1.1 Assists in providing information and conducts research on special projects for the team.

1.2 Collects, collates and maintains data relevant to the Branch and provides reports as directed.

1.3 Prepares and assists in the preparation and distribution of reports, responses, correspondence briefing notes, documents and submissions including PowerPoint presentations.

**2. Coordination**

2.1 Maintains an effective correspondence and file management system and follows-up actions initiated by the Branch Manager or Manager Service Delivery.

2.2 Contributes to the maintenance of project tracking, databases, calendars and processes for Service Delivery.

2.3 Assists with the organisation of functions and events hosted by Service Delivery.

2.4 Liaises internally and externally with other Government Departments and members of the public on behalf of Service Delivery.

**3. Administrative**

3.1 Provides administrative support to the team as required.

3.2 Monitors office equipment maintenance, stationery supplies, and completes filing and record keeping for Service Delivery staff.

3.3 Mail collection.

**4. Other**

4.1 Promotes a high standard of Equal Opportunity and Diversity, personal conduct, and Work Health and Safety in the workplace.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Communities performance development process and pursues professional development opportunities.

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**Essential Work-Related Requirements (Selection Criteria)**

1. Sound written and verbal communication and interpersonal skills with the ability to write reports and correspondence and liaise with personnel at all levels.

2. Ability to prioritise tasks and meet deadlines.

3. Demonstrated experience in researching and analysing information.

4. Strong experience in PC-based applications including the use of word processing and presentation (PowerPoint) packages, spreadsheets and databases.

5. Experience and knowledge of PC based applications, including the MS Office Suite.

**Desirable Work-Related Requirements (Selection Criteria)**

1. Knowledge of electronic Records Management systems or record keeping applications and regulations.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Appointment is subject to a satisfactory Client and Child Protection Check.