



Job Description Form

Administrative Assistant

Position Details

Position Number:	Generic
Classification:	Level 2
Award/Agreement:	Public Sector Award and Agreement
Organisational Unit:	Child Protection and Family Support / Various
Location:	Metropolitan and Regional WA
Classification Date:	
Effective Date:	March 2025

Reporting Relationships

This position reports to:

Various Managers, Level 5 / Level 6

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 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 is responsible for provision of administrative support to District Director, Assistant Director and Team Leaders in the District. The role has responsibilities for contributing to the effective management of the District Offices by providing a high level of customer service in relation to administrative matters, including the maintenance of spreadsheets and local office systems.



Position Duties and Responsibilities

1. Administration

- 1.1 Under the guidance and leadership of the Business Manager, provides administrative support to the District staff and contributes to the effective management of the District by attending meetings as required.
- 1.2 Responsible for the maintenance of local office systems.

2. Human Resources

- 2.1 Maintains district and team staffing spread sheets e.g., attendance, leave, bring up renewals.
- 2.2 Facilitates in the preparation/check of all HR forms including Workers Compensation.
- 2.3 Facilitates in the reconciliation of leave, overtime/TOIL and audits timesheets.

3. Finance

- 3.1 Responsible for the filing, retention, and disposal of accounting records.
- 3.2 Responsible for the preparation of monthly accrual accounting activities.
- 3.3 Assists in management of petty-cash advance and banking of monies.
- 3.4 Assists in the process of purchasing and accounts payment in accordance with the Department's Administration Manual entries, including payments by Corporate Credit Card.
- 3.5 Assists in the payment and processing of client payments.
- 3.6 Maintains a register of all monetary forms.

4. Physical Resources

- 4.1 Provides information and assists in the preparation of forms for vehicle replacement.
- 4.2 Assists with certifications, transfers, maintenance and registration of all equipment and asset management.
- 4.3 Assists in the maintenance and security of all property.



5. Information Management and Technology

- 5.1 Assists with the scanning and filing of virtual documents within Objective and retention of relevant documentation.
- 5.2 Ensures compliance with legal and administrative requirements for managing information in relation to the retention and disposal of documents.
- 5.3 Maintains all administration files and relevant spreadsheets.
- 5.4 Provides assistance to staff in relation to local IT problems in hardware and software applications.

6. Other

- 6.1 As directed by the Business Manager, coordinates across the District responses to organisational requests.



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. Demonstrated experience in clerical and administrative procedures, including the use of computer systems.
2. Knowledge and experience in accounts payable principles and practices.
3. Good interpersonal, verbal and written communication skills, including an ability to provide a user-friendly service and work collaboratively in a team environment.
4. Demonstrated organisational and planning skills, including the ability to set priorities and meet deadlines.

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 Working with Children (WWC) Check.
3. Appointment is subject to a satisfactory Client and Child Protection Check.
4. Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time-to-time production of the licence may be required upon request by the Department.