# Administrative Assistant

|  |  |
| --- | --- |
| Classification: | Level 2 - $63,172.00 to $68,256.00 per annum. |
| Type of employment: | Fulltime |
| Functional area: | Committee Services |
| Date last updated: | May 2021 |
| This position reports directly to: | Parliamentary Officer (Committees) |
| Number of staff reporting to this position: | Nil |

## About the Department

The Department of the Legislative Council provides support to the Legislative Council, its committees, the President of the Legislative Council and elected Members. The Department is responsible, not to the government of the day, but to the Legislative Council and its elected members. Department staff are apolitical and non-partisan and serve all members equally. Further information about the Department can be found [here.](https://www.parliament.wa.gov.au/WebCMS/webcms.nsf/content/department-of-the-legislative-council)

The Clerk is the Chief Executive Officer of the Department of the Legislative Council and is responsible for providing expert advice on parliamentary law, practice and procedure to the President, Chair of Committees, ministers and members of the Council and its committees.

The primary goal of the Committee Office is to provide high quality and pro-active advice, research and administrative services to the parliamentary committees which are served by the Department of the Legislative Council.

## About the Role

The Administrative Assistant ensures the efficient operation of the Committee Office by providing high quality and pro-active administrative services to staff of the Legislative Council Committee Office and parliamentary committees which are served by the Department of the Legislative Council.

You will be a team player with excellent keyboard and document formatting skills and experience with contemporary information technology. You will have strong interpersonal and communication skills, be able to undertake multiple and varied tasks and be willing to undertake a range of tasks; from menial to complex. Two years experience in a similar position and the ability to upload and download information to and from websites is desirable but not essential.

## Primary Responsibilities

1. Provide administrative assistance to staff of the Legislative Council Committee Office (LCCO), particularly in relation to committee meetings.
2. Undertake general reception and administrative duties.
3. Arrange refreshments for committee meetings.

## Specific Duties

1. Reception – courteously greet members, witnesses and visitors, ensure necessary forms are filled out and material is photocopied and conduct them to meeting rooms or appointments.
2. Telephones – courteously answer any general enquiries or direct them to the appropriate person.
3. Attend to any visiting committees from other Parliaments in the same manner as Legislative Council committees.
4. Committee meetings – organise refreshments to meet committee requirements.
5. Refreshments – ensure adequate supplies are maintained.
6. Maintain cleanliness and tidiness of kitchen, compactus room and reception areas.
7. Prepare a meeting schedule each week, distribute to those on distribution list and update the schedule as required.
8. Collect mail from Parliament House and distribute to LCCO staff; ensure LCCO staff out-trays are regularly cleared and mail is delivered to the House.
9. Stationery – ensure adequate supplies are maintained and order supplies requested by LCCO staff as required.
10. Committee reports – file master copies of committee reports and maintain filing system for committee reports; ensure adequate copies are maintained; send committee reports to appropriate libraries on mailing list after tabling; maintain the LCCO report list.
11. Maintain committee membership lists and inquiry details.
12. Provide administrative assistance to the Clerk Assistant (Committees) as required.
13. Maintain the LCCO files and database records, including filing for the Parliamentary Officer (Committees) and Clerk Assistant (Committees).
14. Assist the Committee Clerks with preparation for committee meetings, including assisting with photocopying, compilation of correspondence lists, files and documents.
15. Update and maintain Local Laws, Regulations and Explanatory Memorandums on Lotus Notes for the members of the Joint Standing Committee on Delegated Legislation.
16. Assist the Committee Clerks to archive records and enter the relevant details on to the record management system.
17. Assist the LCCO staff with formatting of reports in preparation for tabling.
18. Assist in training new staff to use the computer system (including formatting of LCCO documents) and office equipment, including the photocopier and fax machine.
19. Assist LCCO staff with typing (including creating merge documents, labels and mailing lists), photocopying, scanning and booking couriers.
20. Assist Committee Clerks to load documents onto the Internet through Lotus Notes (such as transcripts and reports).
21. Prepare invoices for approval and payment on the required forms.
22. Maintain the LCCO Library by entering new material on the records management system in a timely fashion and keeping the shelves orderly.
23. Undertake other duties as directed by the Parliamentary Officer (Committees) and senior officers of the Legislative Council.

## Selection Criteria

### Essential:

1. Excellent keyboarding and document formatting skills.
2. Strong interpersonal skills, particularly oral communication.
3. Understanding of, and experience with, contemporary information technology.
4. Ability to undertake multiple and varied tasks.
5. Preparedness to undertake a range of tasks from menial to complex.
6. Demonstrated ability to work as part of a team.

### Desirable

1. Two years experience in a similar position.
2. Experience with records management.
3. Ability to upload and download information to and from internet websites.

## Competencies

### ADAPTABILITY

Maintaining effectiveness in varying environments and with different tasks, responsibilities and people.

### COMMUNICATION

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language or terminology to the characteristics and needs of the audience.

### KEYBOARD SKILLS

The ability to operate a word processor at the required speed and with accuracy.

### PLANNING/ORGANISATION/WORK MANAGEMENT

Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.

### TEAMWORK/COLLABORATION

Working effectively with team/work group or those outside formal line of authority (eg peers, senior managers) to accomplish organisational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus; subordinating own objectives to the objectives of the organisation or team.

## Further Information

This position will be required to undergo a Police Record Check and the occupant may be requested to undertake skills and psychometric testing.

This is a full-time position. While flexitime is available to the occupant of the position, it should be noted that the office operates from 9.00am to 5.00pm in support of operational and client needs. The person is required to work additional hours during Parliamentary Sitting periods in accordance with the department’s terms and conditions of employment. Information about Parliamentary Sitting periods can be found [here](https://www.parliament.wa.gov.au/webcms/webcms.nsf/WebSittingCalendar).

Smart business attire must be worn.

## Acknowledgement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I acknowledge that the supervisor has explained this job description form to me. | | | | | | |
|  |  | / |  | / |  |  |
| Staff member’s signature | Date | | | | |  |
| I acknowledge that I have explained this job description form to the above mentioned staff member. | | | | | | |
|  |  | / |  | / |  |  |
| Supervisor’s signature | Date | | | | |  |