

## Statement of Duties

# Department of Premier and Cabinet

As at 19 March 2019

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<b>Position title:</b>	Administrative Assistant
<b>Position number:</b>	Generic
<b>Award/Agreement:</b>	Tasmanian State Service
<b>Classification level:</b>	General Stream Band 2
<b>Division/branch/section:</b>	Various
<b>Full Time Equivalent (FTE):</b>	
<b>Location:</b>	
<b>Position status:</b>	Fixed-Term and/or Casual Register
<b>Ordinary hours per week:</b>	
<b>Supervisor:</b>	Various

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### Agency/Department values:

DPAC values underpin our culture and guide our decision making and behaviour. Our values are:

#### **Excellence**

We strive for excellence at all times.

#### **Customer-focused**

Our customers are at the centre of what we do and how we do it.

#### **Working together**

We support and respect one another and work with others to achieve results.

#### **Being professional**

We act with integrity and are accountable and transparent

For more information about DPAC visit [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)

## Statement of Duties: Administrative Assistant

### **Position objective:**

To undertake general administrative and clerical duties.

### **Duties:**

**Please note, subject to the duration of the fixed-term engagement, the occupant may be required to undertake all or part of the following duties:**

1. Undertake a range of administrative and clerical tasks including the production of routine and Ministerial correspondence, draft correspondence, databases and power-point presentations.
2. Maintain appointment diaries and intranet sites. Arrange meetings, conferences, travel arrangements, including taking, preparing and distributing minutes of meetings as required.
3. Undertake reception relief as and when required and act as first point of contact for telephone and face-to-face enquiries, including providing routine information as appropriate and forwarding more complicated enquiries to the relevant personnel.
4. Undertake processing of transactions and reconciliations in accordance with established policies, procedures and legislation, in an accurate and timely manner.
5. Undertake data processing tasks as required.
6. Assist the Manager/Supervisor and other staff as required.

### **Level of responsibility:**

The occupant will exercise judgement, initiative and independent decision making to satisfactorily complete a range of diverse tasks.

### **Reporting structure:**

The occupant is required to work under instruction and guidance from the manager in accordance with established procedural guidelines.

### **Selection criteria:**

To apply for this position you will need to demonstrate your ability to meet the selection criteria detailed by completing the Administration Assistant Register Application Form.

1. Good organisational skills with the ability to undertake duties in an accurate and timely manner.
2. Good interpersonal and communication skills, including the ability to focus on clients' needs and provide a friendly and efficient service.
3. Proven ability to work individually or as a member of a team.
4. Proven experience in using PC and software applications for example e-mail, Internet, Intranet, MS Word, Excel and PowerPoint.

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5. High standard of ethical behaviour that is consistent with the Department's values and promotes a positive workplace culture.

### **Desirable requirements:**

N/A

### **Essential requirements:**

N/A

### **State Service Principles:**

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

### **Code of Conduct:**

The State Service Code of Conduct (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

### **Workplace diversity:**

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

### **Workplace health and safety:**

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;

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- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.

### **White Ribbon:**

The Department is committed to providing a healthy and safe working environment for all employees and has a zero tolerance for violence, including violence against women.