

WorkSafe Tasmania

Statement of Duties – July 2018

Title	Administration Officer
Number	355781
Award	Tasmanian State Service Award
Classification	General Stream Band 2
Output Group	WorkSafe Tasmania
Full Time Equivalent	1.0 FTE
Division	WorkSafe Tasmania
Branch	Compensation and Support Services
Supervisor	Assistant Director Communications and Support Services
Direct Reports	Nil
Location	Rosny
Terms of Employment	Permanent, full time, 73.5 hours per fortnight, 52 weeks per year. Some intrastate travel may be required.
Position category and funding	A374

The Department of Justice

Aim

A safe, fair and just Tasmania.

Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system.
- protecting and respecting rights.
- improving laws.
- influencing positive behaviour and enforcing responsibilities.

Visit the [Department of Justice website](#) for more information.

Divisional Information

WorkSafe Tasmania is a division of the Department of Justice. The vision of WorkSafe Tasmania is for all Tasmanian workplaces to be free of death, injury and disease, and its mission is to lead Tasmania to improve standards of safety, health, return to work and fairness in the workplace.

WorkSafe Tasmania is responsible for administering much of the legislation that regulates business in Tasmania. Work health and safety, workers compensation, dangerous goods, asbestos diseases compensation, long service leave, shop trading hours, bank holidays and many occupational and business registrations and licencing are key areas.

WorkSafe Tasmania also provides administrative support to the WorkCover Tasmania Board. The Board is established by the Workers Rehabilitation and Compensation Act 1988 and is responsible for overseeing the operation of Tasmania's workers rehabilitation and compensation scheme and advising the Minister on matters relating to workers compensation, workplace health, safety and rehabilitation.

More information about WorkSafe Tasmania, the WorkCover Tasmania Board and the operations of the Department are available on its website [WorkSafe Tasmania](#).

About the position

Objective

Provide administrative and clerical support to the Division.

Duties

- Provide secretarial, reception, clerical, keyboard, administrative, data processing and other support
- Assist in the preparation of documentation including draft minutes, briefings and other correspondence and related matters through providing keyboard and other support.
- Act as first point of contact for across the counter enquires including dealing with sensitive issues and problem clients.
- Recording and processing of orders for goods and services.
- Manage records, including and outgoing mail and electronic and hard copy filing systems.
- Be responsible for classifying and coding data, updating databases, undertake data entry, assist in the development of statistics and undertake research.
- Organise and schedule appointments, meetings, conferences, functions and related activities as well as make travel arrangement for staff.

Level of responsibility

- Responsible for the accurate completion of administrative and clerical tasks within agreed timeframes.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

Direction and supervision received

- Expected to carry out assigned tasks under the routine supervision of the Assistant Director Communication and Support Services.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. An understanding of and commitment to the Department's role in promoting best practice workplace management within Tasmania.
2. Knowledge and experience in office management practices and procedures, filing, computerised information storage and retrieval.
3. Advance keyboard skills with a high level of accuracy and the ability to use computer-based equipment including software such as word processing, desktop publishing, spread sheet and electronic mail and electronic document management.
4. Sound and practical knowledge of data classification within business systems.
5. Good oral and written communication skills, including the ability to take minutes and handle sensitive or confidential matters appropriately and a basic knowledge of the structure of legislation.
6. Organisational skills including the ability to set priorities manage variable workloads and work either independently without direct supervision or, in a team environment.
7. Personal qualities of initiative, judgement and flexibility.

Working environment

Employment in the State Service is governed by the *State Service Act 2000*. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9). In particular the expectations are as follows:

Department of Justice state service employees:

- treat all users of our services with respect and courtesy;
- listen to what users of our services have to say;
- personalise services to the needs and circumstances of each user of our services where practical;
- always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
- respond to enquiries promptly and efficiently; and
- consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

- Consider people equally without prejudice or favour.
- Act professionally with honesty, consistency and impartiality.

- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.
- Appreciate difference and welcome learning from others.
- Uphold the law, institutions of government and democratic principles.
- Communicate intentions clearly and invite teamwork and collaboration.
- Provide transparency to enable public scrutiny.
- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

Requirements

Essential requirements

- Nil

Desirable requirements

- Nil