

# Role Description

## Administrative Assistant

Cluster/Agency	Department of Education
Division/Branch/Unit	Early Childhood Education
Location	Various
Classification/Grade/Band	Clerk Grade 1/2
Kind of Employment	Temporary
ANZSCO Code	531111
Role Number	various
PCAT Code	1119192
Date of Approval	April 2017
Agency Website	<a href="http://www.dec.nsw.gov.au">www.dec.nsw.gov.au</a>

### Overview

The NSW Department of Education serves the community by leading the provision of world-class education. The Department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

Located with the Department of Education (DoE), the Early Childhood Education (ECE) Directorate has an annual budget of approximately \$295 million, administering several programs and funding streams designed to meet the goals of the National Partnership Agreements on Universal Access to Early Childhood Education and the National Quality Agenda, with a focus on improved participation of children from Aboriginal and low income backgrounds.

As a regulatory authority under the national regulatory arrangements for early childhood education and care, the Directorate regulates approximately 5,500 services across the state. For services regulated under the National Quality Framework, this includes a process of assessment and quality rating by regional staff against the seven quality areas that make up the National Quality Standards.

### Primary purpose of the role

The role provides the full range of administrative support to team members to ensure the effective operation of the Directorate.

### Key accountabilities

- Undertake general administrative duties to support the team's activities including arranging meetings, travel and accommodation, maintenance of fleet vehicles, maintenance of office stores, stationery and equipment to support the effective operations of the Directorate.

- Provide word processing, spreadsheet, database, statistical, and scheduling support to the team. Prepare orders, process payment of invoices and petty cash, and assist in checking finance transaction reports to ensure compliance with Departmental requirements.
- Distribute mail and prepare routine correspondence to support the effective operations of the Directorate.
- Provide information and assistance regarding administrative matters and processes, and support the timely processing of requests to meet team and Departmental requirements.
- Undertake accurate, effective records administration to ensure that systems are kept up to date and records movements and tracking occur in a timely manner to assist the effective operation of the Directorate.

## Key challenges

- Responding to a range of enquiries to meet business unit requirements.
- Working in a team with a high volume of work across a range of early childhood education and care functions.

## Key relationships

Who	Why
<b>Internal</b>	
ECE Branch Executive	<ul style="list-style-type: none"> <li>• Share information, provide and seek assistance</li> <li>• Support other team members to achieve Branch goals</li> </ul>
Other areas of the Department for Education	<ul style="list-style-type: none"> <li>• Share and seeks information</li> </ul>
<b>External</b>	
Broader government stakeholders and the ECE sector	<ul style="list-style-type: none"> <li>• Provide a high standard of service when dealing with stakeholders outside the Directorate</li> </ul>

## Role dimensions

### Decision making

This role:

- exercises independent judgment in responding to general external and internal enquiries and / or referring complex or contentious issues to senior staff
- consults with the a senior officer where clarification of priorities is required or sensitive or contentious issues arise

### Reporting line

The role reports to a senior officer.

### Direct reports

The role has no direct reports.

## Budget/Expenditure

N/A





## Essential requirements

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	<b>Act with Integrity</b>	<b>Foundational</b>
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	<b>Work Collaboratively</b>	<b>Foundational</b>
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	<b>Plan and Prioritise</b>	<b>Foundational</b>
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Foundational</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Foundational	<ul style="list-style-type: none"> <li>Behave in an honest, ethical and professional way</li> <li>Take opportunities to clarify understanding of ethical behaviour requirements</li> <li>Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role</li> <li>Speak out against misconduct, illegal and inappropriate behaviour</li> <li>Report apparent conflicts of interest</li> </ul>
<b>Relationships</b> Work Collaboratively	Foundational	<ul style="list-style-type: none"> <li>Work as a supportive and co-operative team member, share information and acknowledge others' efforts</li> <li>Respond to others who need clarification or guidance on the job</li> <li>Step in to help others when workloads are high</li> <li>Keep team and supervisor informed of work tasks</li> </ul>
<b>Results</b> Plan and Prioritise	Foundational	<ul style="list-style-type: none"> <li>Plan and coordinate allocated activities</li> <li>Re-prioritise own work activities on a regular basis to achieve set goals</li> <li>Contribute to the development of team work plans and goal setting</li> <li>Understand team objectives and how own work relates to achieving these</li> </ul>
<b>Business Enablers</b> Technology	Foundational	<ul style="list-style-type: none"> <li>Display familiarity and confidence in the use of core office software applications or other technology used in role</li> <li>Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation</li> <li>Understand information, communication and document control policies and systems, and security protocols</li> <li>Comply with policies on acceptable use of technology</li> </ul>