Job Description Form

Administration Officer

Position Number:	100800	Portfolio:	Approvals
Classification:	Level 3	Reports to:	Regional Director South West, Level 8
Location:	Bunbury	Direct Reports:	Nil

Description

The Administration Officer plays a vital role in supporting the efficiency and effectiveness of the staff working in the South West Region. This position is responsible for coordinating and delivering administrative, financial, fleet and front of house services across the South West Region. This also includes assisting in delivery of facility management, including maintenance and contract management.

Responsibilities

In context of above description, the role:

- Prepare and manage correspondence, reports, briefing notes, and records using departmental systems.
- Support meetings through scheduling, catering and venue logistics, minute-taking, and follow-up actions.
- Organize travel including preparing travel documents, booking flights and accommodation.
- Providing quality and timely customer service.
- Maintain office operations, liaise with building management, and ensure the security and functionality of property and assets.
- Process purchases, reconcile expenses including credit cards and purchase orders, and manage financial records.
- Respond to finance-related enquiries from staff and external parties.
- Build strong inter-branch relationships using appropriate communication, liaison, and negotiation and networking skills to gain consensus from others and resolve issues to achieve desired outcomes for the Directorate.
- Prepare HR documentation and coordinate onboarding for new staff, including accommodation and equipment setup.
- Manage electronic and paper-based documents in line with departmental standards and promote best practices and knowledge sharing across the team.
- Fleet coordination and management of the DWER vehicles located at the Bunbury office.
- Administrative support for Water Regulation and Planning Advice.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear Leadership Expectations. For this role, you will be a Personal Leader. Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our values. All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.



Work related requirements

Read these requirements in context of the above contents.

1. You have demonstrated strong administrative skills, providing efficient and effective support in fast-paced office environments, ensuring tasks are completed accurately and on time. (Lead adaptively).
2. You have applied sound computer literacy, using Microsoft Office applications—such as Word for document formatting, Excel for data management, and Outlook for communication—to produce high-quality business documents. (Think through complexity).
3. You have used your strong organisational skills to manage competing priorities and meet tight deadlines, consistently delivering outputs to required standards and timeframes. (Deliver on high leverage areas).
4. You have developed clear and professional correspondence, minutes, reports, and administrative documents, applying proofreading and editing skills to ensure accuracy, and liaised effectively with internal and external stakeholders. (Dynamically sense the environment).
5. You have coordinated meetings by scheduling attendees, preparing agendas, taking accurate minutes and action items, and following up to ensure timely completion of tasks. (Think through complexity).

Special requirements

- The department will conduct a national police check before offering employment.