



## **Job Description Form (JDF)** **Administrative Officer**

### **Position Details**

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Classification Level: 2  
Award/Agreement: General Division Salary Public Service CSA Agreement 2024  
Position Status: Fixed Term Contract  
Physical location: Osborne Park  
Applications Close: 5:00pm, 10 October 2025

### **Reporting Relationships**

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Responsible to: Executive Director (ED)  
This position: Administrative Officer  
Direct reports: N/A

### **Position Overview**

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Community Skills WA (CSWA) is a not-for-profit organisation 'connecting the dots' between industry and training providers within the health, community services, education, and sport, fitness and recreation sectors. CSWA is an industry training council that provides strategic industry advice to the WA State Training Board and the Department of Training and Workforce Development on behalf of these sectors.

The Administrative Officer reports to the Executive Director. The position is integral to the day-to-day operations across the organisation, supporting the team by providing daily administrative support in a range of organisational requirements including diary management, travel bookings, minute transcribing and administrative support.

### **Key Responsibilities**

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- Provide confidential, efficient, and effective administrative support to the ED and the broader CSWA team.
- Provide board meeting support to the ED including transcribing minutes, board paper compilation, meeting set-up and further action as directed by the ED.
- Transcribe minutes of various Industry Advisory Group (IAG) Meetings and CSWA hosted webinars.
- Prepare and disseminate CSWA monthly newsletter.
- Disseminate information to CSWA's stakeholders as required.
- Maintain and manage the CSWA database (Contact Boss).
- Maintain and manage calendars and generic inbox accounts via Outlook.
- Provide general administrative support, including managing incoming correspondence and emails, answering calls, photocopying, filing, running work related errands and other office duties as required.



- Manage significant diary organisation and coordinate meetings, conferences, travel and accommodation, including preparation and oversight of supporting documentation.
- Disseminate incoming invoices and receipts for reconciliation by CSWA's accountant.

## **Work-Related Requirements**

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### **Essential**

1. **High-level digital and administrative skills:** Proficiency in Microsoft 365 (particularly Excel), database management, and accurate record keeping, with the ability to maintain, manage, and present information to a high standard.
2. **Organisational and problem-solving skills:** Strong ability to prioritise and manage competing tasks while exercising initiative, discretion, and sound judgement in urgent, sensitive, or complex matters.
3. **Teamwork and independence:** Able to work effectively with limited direction, as well as contribute co-operatively within a small team environment.
4. **Communication and interpersonal skills:** Well developed written and verbal communication skills, with the ability to present ideas clearly, liaise with staff and stakeholders at all levels, and approach problem solving with confidence, openness, and humility.
5. **Attention to detail and presentation:** Exceptional accuracy and care in editing documents, maintaining records, and ensuring presentation standards reflect the professionalism and brand of the organisation.
6. **Personal attributes:** Energetic, positive, dedicated, and approachable, with a strong sense of humour and passion for contributing to a positive workplace culture.
7. **Eligibility:** Must have valid working rights in Australia.

### **Desirable**

1. Current 'C' class WA Driver's License.
2. Knowledge of Mailchimp, Canva, and survey platforms such as SurveyMonkey.

## **Working Hours**

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This is a part-time position with flexible hours, between 18 and 22.5 hours per week over 3 days.

## **Diversity and Inclusion**

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CSWA embraces diversity and welcomes applications from people with a disability, Aboriginal and Torres Strait Islander people, people who identify as LGBTIQ+ and people from culturally diverse backgrounds.



## **Application Instructions**

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Applicants are requested to email the following to [communityskills@cswa.org.au](mailto:communityskills@cswa.org.au) by **5:00pm, 17 October 2025**:

1. Cover letter
2. Detailed curriculum vitae
3. Written statement (no more than 2 pages) aligning experience to essential criteria

### **Important Notes:**

- Applications that do not include all three elements will not be considered.
- Only applicants with Australian working rights are eligible; sponsorship opportunities are not offered.
- Only shortlisted applicants will be contacted for an interview.
- CSWA reserves the right to close applications early.

Please direct further enquiries about the role to the above email address.