



JOB DESCRIPTION FORM

SECTION 1 - OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT
September 2024

ORGANISATION:
VETERINARY PRACTICE BOARD WA

DIVISION:

BRANCH:

SECTION: BOARD OFFICE

CLASSIFICATION:
LEVEL 2

OFFICE No.
GENERIC

TITLE: ADMINISTRATIVE OFFICER

SALARIES AGREEMENT/AWARD: PSA / PSGA

SECTION 2 - REPORTING RELATIONSHIPS

Title: VETERINARY PRACTICE BOARD WA

Classification:

Responsible To

Title: REGISTRAR

Classification: LEVEL 9

Responsible To

Title: OFFICE MANAGER

Classification: LEVEL 3

**Other offices reporting directly to this office
Title & Classification:**

Offices under direct responsibility

Title	Classification	Number of FTE's supervised and controlled
Nil		- - -

SECTION 3 - KEY RESPONSIBILITIES

State **BRIEFLY** the key responsibilities or prime function of the job.

Contributes to the identification, development and implementation of initiatives that ensure an efficient, quality and responsive service to the Veterinary Practice Board in a changing environment.

CLASSIFICATION ASSESSMENT

--	--	--	--	--	--	--	--	--	--

Postal Address: Po Box 1721 Melville South WA 6156

Office: Suite 1, First Floor, Melville Professional Centre, 275 Marmion Street, Melville WA 6156

Telephone: (08) 9317 2353 **Email:** admin@vpbwa.org.au **Website:** www.vpbwa.org.au

SECTION 4 – STATEMENT OF DUTIES

EFFECTIVE DATE OF DOCUMENT

SEPTEMBER 2024

TITLE
ADMINISTRATIVE OFFICER

CLASSIFICATION
LEVEL 2

OFFICE No.
GENERIC

BRIEF SUMMARY OF OUTCOMES REQUIRED IN DESCENDING ORDER OF IMPORTANCE

Duty No.	Details	Freq.	%
1	Finances		
1.1	Process all accounts payable, check on services received, correct charging, input to Xero ensuring correct account allocation and GST charges.		
1.2	Assist with the processing of payment of accounts, prepare online transfers using Commbiz system.		
1.3	Generate sales invoices ensuring correct account allocation.		
1.4	Process payments received through Xero, check payments using Commbiz and update spreadsheets for EFTPOS, cheques, direct deposits.		
1.5	Processing of wages, BAS, preparation of monthly balance sheet, and profit and loss reports for Board meetings.		
1.6	Organise quotes and arrange purchases of equipment.		
1.7	Coordinate purchasing, and ensure the timely requisitioning of office stationery, equipment, stock and consumables.		
2	Administration		
2.1	Maintain electronic database and compile statistical information and assist with the analysis of data.		
2.2	Assist in supervising work flow in the office as required.		
2.3	Assist in the recruitment of office staff and provide guidance and training to other administrative staff as required. Induct new staff in office procedures and office equipment use.		
2.4	Assist in the drafting, preparation and proofreading of routine and confidential correspondence, agendas, minutes and quarterly newsletter.		
2.5	Coordinate input to and preparation of reports. Undertake research as required.		
2.6	Assist with organisation and travel arrangements for conferences/ meetings etc.		
2.7	As required, deal initially with sensitive and complex customer relations issues and refer issues as appropriate.		
2.8	Assist with the production of the Board's quarterly newsletter including liaising with printers, proof readers, contributors and mailing company.		
3	Office systems		
3.1	Maintain office systems, including: diaries, records, mail, files, archives and inventory.		
3.2	Log all mail in and out, electronically and hard copy, using Keyword AAA Classification System and file according to Records Management Protocols including bar-coding.		
3.3	Maintain electronic file housekeeping.		
3.4	Maintain hard copy file system.		
3.5	Ensure efficient operation of all office equipment.		
3.6	Identify software needs and communicate with IT personnel to achieve these.		
3.7	Maintain and update all procedural reference resources and records management protocols.		
4	Registrations		
4.1	Registration of veterinarians, specialists, veterinary nurses, veterinary premises – advise all applicants including overseas queries on registration requirements under WA legislation.		
4.2	Assist with annual registration renewals for all veterinarians, specialists, veterinary nurses and veterinary premises.		
4.3	Process day to day registrations including data entry.		

4.4	Enter registration details on agenda for monthly Board meetings.		
4.5	After Board meetings ensure all relevant documentation is forwarded to registrants.		
4.6	Liaise and update Health and/or Radiology departments and drug supply companies re new registrations and expired registrations.		
5	General		
5.1	Ensure outcomes are in line with the Board's business requirements and are based on quality customer services principles and practices.		
5.2	Contribute to the identification, development and implementation of continuous improvement initiatives.		
5.3	Apply the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Board's Code of Conduct.		
5.4	Apply relevant safety procedures/guidelines and equal opportunity principles and practices to performance of work.		
5.5	Perform other duties as directed.		

5 – CORE SELECTION CRITERIA

EFFECTIVE DATE OF DOCUMENT
SEPTEMBER 2024

TITLE	CLASSIFICATION	OFFICE No.
ADMINISTRATIVE OFFICER - FINANCE	LEVEL 2	GENERIC

ESSENTIAL PRE-EMPLOYMENT CRITERIA

- Australian citizenship or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicant's expense for permanent appointment). For appointment on a casual or fixed term basis a relevant work visa must be held (if not currently held, must be acquired prior to commencement at applicant's expense) if not an Australian citizenship or permanent resident of Australia.
- Valid and current Western Australian C (car) or CA class motor drivers licence, or equivalent is highly desirable (if not currently held, must be acquired prior to commencement at applicant's expense).

ESSENTIAL CRITERIA

- Good accounting, processing and reporting skills with the ability to use relevant software and develop and maintain the local records management system.
- Experience in an office support and/or administrative role with proven ability to coordinate and prioritise work to meet targets and deadlines to meet customer needs and expectations.
- Good verbal and written communication skills, negotiation abilities, the ability to develop and maintain relationships and networks, teamwork skills and good interpersonal skills. This includes but is not restricted to the ability to use initiative and to deal with confidential matters in a discreet and sensitive manner.
- Be self-motivated and have demonstrated research and analytical skills.
- Current knowledge of and commitment to Equal Opportunity in all aspects of employment and service delivery

HIGHLY DESIRABLE

- Experience or knowledge of Xero accounting package.

SECTION 6 - APPOINTMENT FACTORS

EFFECTIVE DATE OF DOCUMENT April 2014

TITLE ADMINISTRATIVE OFFICER	CLASSIFICATION LEVEL 2	OFFICE No. GENERIC
LOCATION AND ACCOMMODATION	Veterinary Practice Board WA Melville Professional Centre Suite 1, First Floor, 275 Marmion Street, Melville WA 6156	
ALLOWANCES/SPECIAL CONDITIONS		
SPECIALISED EQUIPMENT OPERATED	N/A	

SECTION 7 - CERTIFICATION

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

REGISTRAR

BOARD CHAIRMAN

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

(ii) As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE