

## JOB DESCRIPTION FORM FORM

### Section 1 – OFFICE IDENTIFICATION

	Effective Date of Document:	
Organisation: <b>CPSU/CSA</b>	Classification: <b>Level 2</b>	Office No: <b>0029</b>
Division: <b>Organising</b>	Title: <b>Administrative Assistant, Organising</b>	
Branch: <b>Organising Team</b>	Salaries Agreement/Award: <b>CPSU/CSA STAFF AGREEMENT 2023</b>	

### Section 2 – REPORTING RELATIONSHIPS

Title: <b>Coordinator, Organising</b> Classification: <b>Level 7</b>	Other Offices Reporting directly to this office. Title and Classification: Lead Organiser, 3 x L6 Industrial Officers, 2 x L4-5 Organisers, 15 x L4-5
↑ Responsible to	
Title: <b>Lead Organiser</b> Classification: <b>Level 6</b>	
↑ Responsible to	
<b>This Office</b>	

  

Offices under direct responsibility		
Title:	Classification	Nos of FTE's Supervised and Controlled
None		

### Section 3 – KEY RESPONSIBILITIES

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

This position provides administrative assistance and support to the Coordinator of Organising, Lead Organisers and the Organising Team.
---

<b>Title:</b> <b>Administrative Assistant,          Organising</b>	<b>Classification:</b> <b>Level 2</b>	<b>Office No:</b> <b>0029</b>
---	--	----------------------------------

The Community and Public Sector Union SPSF Group (WA Branch)/Civil Service Association of WA (Inc). (CPSU/CSA is the State Public Sector Union of WA).

**Our Vision**

Our vision is a fair and just society built through the provision of quality public services.

**Our Mission**

We are a union of workers organising to win better jobs, stronger communities, an inclusive fairer society and a sustainable future.

**Our Values**

Union Values	Public Service Values	Our Team’s Values
Collectivism Solidarity Compassion Professionalism Fairness Sustainability Social Justice Equity	Ethical Citizenship Collaboration Integrity Equality Inclusiveness Transparency Accountability Innovation	We will maintain a positive environment that promotes: <ul style="list-style-type: none"> <li>• Constructive and effective communication throughout the organisation and with our partners and the community.</li> <li>• Mutual respect for the diversity of opinions and beliefs.</li> <li>• Participation, inclusivity and cooperation.</li> <li>• Adherence to processes and deadlines.</li> <li>• Recognition of performance.</li> </ul>

**Our goals are:**

- Goal A: Promote and advance the rights, job security and working conditions of our members.
- Goal B: Increase and diversify our membership base.
- Goal C: To grow a diverse and confident network of workplace leaders who represent and active members and participate in the democracy of our Union.
- Goal D: A diverse innovative high performance team with values that align with our union direction and its purpose.
- Goal E: To influence the progression of social justice issues that are consistent with our values.
- Goal F: Long term financial sustainability.

Title:  
**Administrative Assistant, Organising**

Classification:  
**Level 2**

Office No:  
**0029**

**ADMINISTRATIVE**

- Provides word processing and administrative assistance to the allocated Organising Teams.
- Provides administrative support to EDCs (electorate delegate committees) and other meetings as required. This includes calendar bookings, arranging location/room and teleconferencing and/or online.
- Liaises with Delegates regarding EDCs/agendas/minutes through conversation or email.
- Maintains filing of EDC minutes/agendas in individual agency folders.
- Organises country trips and other travel as required by Team.
- Assists with processing of new members/resignations on IMIS, the membership database.
- Supports the Growth team by monitoring and adding newstarters to the system.
- Liaises with CE team to collate and provide newstarter funnel.
- Provides member lists upon request.
- Provides a telephone 'second point of contact' service.
- Takes messages and follows up as appropriate.
- Maintains resources including Cabcharge vouchers, organiser webcam, cords and growth materials.
- Monitors AdminEDC inbox and actions accordingly.
- Campaign tracking and surveys on a small scale when required by Organisers.
- Driving Organisers to meetings/walkthroughs upon request.

**OTHER**

- Catering – orders and provides as requested.
- Provides relief as UnionLink Administrative Assistant/Receptionist telephone duties as required.
- Monitors the Notification of Change/Feedback inbox and actions accordingly.
- Assists with Right of Entry notification when requested.

Title:  
**Administrative Assistant, Organising**

Classification:  
**Level 2**

Office No:  
**0029**

**SELECTION CRITERIA****Essential**

- Previous secretarial and administrative experience.
- Competent in Microsoft Word and Excel.
- Familiarity with databases.
- Well-developed communication skills.
- Multi-tasking skills.
- Time management skills.
- Ability to work independently within a Team.
- Interpersonal skills
- Ability to organise and prioritise work.
- Commitment to Unionism.
- Current Driver's License.