



Role Description

Administration Support Officer

Position number:	Multiple
Classification:	APS 2
Date of approval:	10 May 2017
Location:	Yallambie VIC
Section:	Administration services
Immediate supervisor:	Various
Supervisory responsibilities:	No
Restrictions:	Baseline security clearance
Agency website	www.arpansa.gov.au

Agency overview

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is a statutory agency within the Department of Health portfolio and is the Australian Government's primary authority on radiation protection and nuclear safety. ARPANSA regulates Commonwealth entities using radiation with the objective of protecting people and the environment from the harmful effect of radiation. ARPANSA undertakes research, provides services, and promotes national uniformity and the implementation of international best practice across all jurisdictions.

Primary purpose of the role

The Administrative Support Officer will provide support in the following areas:

- initial point of contact for visitors to the agencies offices
- respond to routine requests for information from external clients
- process incoming and outgoing mail and organise couriers for non-standard mail
- collate data and provide reports to section managers as required
- prepare annual licence fees
- monitor data sets for quarterly and annual reporting requirements
- provide support to other administrative support functions as required.

Job specific capabilities

You will possess personal drive and integrity, demonstrate initiative, work cohesively within a team environment, ask questions and demonstrate a high level of attention to detail.

You must hold Australian citizenship or possess permanent residency status leading to citizenship. This position will require a baseline security clearance.

Selection criteria

If this sounds like you, please provide a one-page response describing how you meet the selection criteria, including a description of your relevant skills and experience.

1. Demonstrated experience in an administrative services role.
2. Well-developed communication and interpersonal skills, including the ability to identify a client's needs.
3. Soundly-based administrative and organisational skills, including the ability to manage self and meet deadlines within expected service delivery standards.
4. Demonstrated ability and experience in the use of technology including the suite of Microsoft Office programs, including databases and electronic document management systems.