

Job Description Form

Classification Evaluation Date: 4 November 2011

Current Version Date: 26 July 2016

Executive Assistant

Position Number:	GENERIC
Classification/Level:	Level 3
Award/Agreement:	Public Service General Agreement 2014
Organisation Unit:	Local Operations
Physical Location:	West Perth

This Position Reports To:

Position Number:	<Various>
Position Title:	Director / Executive Director
Classification/Level:	Class 1 / Class 2

Positions Under Direct Supervision:

Level/ Title:	Nil
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Organisational Context

The Disability Services Commission is the State Government agency responsible for advancing opportunities, community participation and quality of life for people with disability.

Established in 1993 under the Disability Services Act 1993, the Commission provides a range of direct services and support and also funds non-government agencies to provide services to people with disability, their families and carers.

The Commission also partners and collaborates with disability sector organisations, business, government and other stakeholders to improve participation, inclusion and access for people with disability across the community.

Our Vision: All people live in welcoming communities that facilitate citizenship, friendship, mutual support and a fair go for everyone.

The Commission seeks to employ staff who demonstrate the following capabilities and values:

Capabilities:

Shapes and manages strategy

Effective decision making

Communicates and influences effectively

Achieves results

Exemplifies personal integrity and self-awareness

Builds productive relationships.

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Values:

Commitment — to our vision for people with disability and their families
Respect — values cultural diversity and encourages everyone's unique contribution
Integrity — is honest and truthful about decisions and actions
Working together — works together cooperatively to get things done and pursue our vision
Openness — decision-making and communications are clear and transparent
Leadership — actions reflect leadership responsibilities
Accountability — are openly accountable for decisions and actions
Continued learning — are committed to a culture of excellence and continued learning.

The Commission is an equal opportunity employer and embraces diversity as we believe the best products and services come from a workplace in which varied viewpoints are welcomed and encouraged.

Key Work Description

This position provides high level executive, administrative and research support service to the Directorate's Senior Executive (Directors and/or Executive Director).

Work Description

This section outlines the results and outcomes required of an individual in this position.

1.0 Executive Support

- 1.1 Provides a comprehensive executive support service to the Directorate's Senior Executive (Directors and/or Executive Director), including arranging meetings and appointments, preparing and coordinating agendas and presentations, preparing minutes of meetings and coordinating meeting papers.
- 1.2 Receives and monitors telephone calls for the Senior Executive, and addresses issues arising from these enquiries or by referring matters to the appropriate personnel.
- 1.3 Prepares and amends confidential reports and outgoing correspondence to required standards on behalf of the Senior Executive.
- 1.4 Coordinates all correspondence for the Senior Executive, including maintaining confidential files, prioritising, tracking and recording correspondence and executive briefings.
- 1.5 Monitors and follows up outstanding actions on behalf of the Senior Executive, including Ministerial enquiries, parliamentary questions and ministerial correspondence and briefing notes.
- 1.6 Arranges and coordinates all travel and accommodation requirements for the Senior Executive and the Directorate.

2.0 Administrative Assistance

- 2.1 Undertakes administrative work associated with records, data entry, bulk mail outs, invoicing and payment of accounts, photocopying and printing.
- 2.2 Liaises on behalf of the Directorate with a range of internal and external stakeholders including members of the executive, internal corporate services staff, senior representatives within the public sector and members of the public.
- 2.3 Manages and coordinates stakeholder forums and directorate events including venue and catering management, printing and distribution of papers.

3.0 Other

- 3.1 Sources and compiles information and prepares working papers for the Senior Executive.
- 3.2 Investigates, researches and responds to issues referred to the attention of the Senior Executive.
- 3.3 Undertakes special projects and prepares associated documentation and reports as directed.
- 3.4 Other duties as directed.

Work Related Requirements

In the context of this position, able to demonstrate:

Qualifications

Desirable

- Possession of relevant qualifications.

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Experience Essential

- Experience in providing comprehensive executive support to senior staff.

Knowledge/Skills/Abilities Essential

- High level interpersonal and written skills including preparation of ministerial and correspondence.
- Demonstrated ability to effectively action and prioritise work to ensure all tasks are completed within set timeframes with minimal supervision.
- Competency in the use of computers and related technology including the ability to use Microsoft applications, organisational databases, send information via email and keep accurate records.
- Positive and contemporary knowledge and attitude towards people with disabilities and their families.

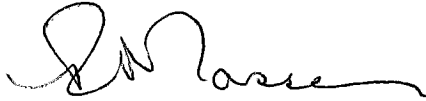
Special Equipment Requirements

Appointment is subject to a satisfactory National Police Clearance.

Certification

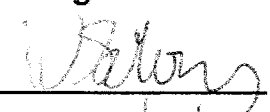
Robyn Massey, Executive Director Local Operations.

Signature



Date

26.7.16.

Disability Services Commission	
JDF Registration	
Sign	
Date	<u>26/7/2016</u>