



# Job Description Form

Peel Development Commission

32413020 Executive Officer

## POSITION DETAILS

---

Classification Level: Level 3

Award/Agreement: PSA 1992/PSGOGA 2014

Position Status: Permanent

Organisation Unit: Peel Development Commission

Physical Location: 45 Mandurah Terrace, Mandurah

## REPORTING RELATIONSHIPS

---

### Responsible to:

32413000 Chief Executive Officer Band 4 Special Division CEOs

**THIS POSITION: 32413020 Executive Officer Level 3**

Number of direct reports: 0

## ABOUT THE COMMISSION

---

The Peel Development Commission is a statutory authority of the West Australian Government, set up under the *Regional Development Commissions Act 1993*, to coordinate and promote the economic and social development of the Peel region. Our strategic direction is set by a nine-member board of management selected from the community, local governments and by Ministerial appointment.

**Our Vision** – the Peel is a progressive, prosperous and dynamic region with a culture of care.

**Our Purpose** – connecting communities, the environment and industry to generate innovative solutions and promote sustainable economic and social development.

**Our Values** – we demonstrate our values in the interactions with our communities, stakeholders, partners and co-workers. It is our responsibility to make decisions for the future, not just for today.

- **Leadership:** We lead by example through our courage, integrity and a vision that inspires and motivates.
- **Collaboration:** Collaboration is the primary way in which we operate, working respectfully with each other and our stakeholders.
- **Integrity:** We act with openness, honesty and integrity.



GOVERNMENT OF  
WESTERN AUSTRALIA



**Innovation:** We value and learn from the past to build the future,  
actively seeking opportunities to generate creative and  
sustainable solutions.

## **KEY WORK DESCRIPTION**

---

Assist the Chief Executive Officer in the provision of executive support services to the Board and Chairman, including the preparation of agendas and minutes. Also provides administrative support across the Commission and undertakes research and special projects and prepares a range of reports and submissions as required.

## **WORK DESCRIPTION**

---

### **EXECUTIVE SUPPORT AND COORDINATION**

- Provides executive support to the Chief Executive Officer, Board and senior staff as needed.
- Acts as Executive Officer to the Board of Management including preparation of agendas, recording of minutes, undertaking the nominations process and preparing Board induction documentation.
- Arranges travel, itineraries and associated accommodation requirements for the Chief Executive Officer and Board Chairman and other Board members as required.
- Liaises with the Minister's Office and coordinates the preparation of Ministerial correspondence, parliamentary questions etc. Also undertakes research and the preparation of written responses to ministerial and administrative queries.
- Develops a wide range of documents using MS Office suite including minutes, letters, reports, powerpoint presentations and spreadsheets.
- Undertakes special projects as required, including preparation of briefing notes and other material as required.
- Provides reception support, including receiving telephone calls and visitors to the Commission.

### **CORPORATE RESPONSIBILITIES**

- Ensures compliance with Public Sector Standards of good governance, appropriate transparency and meets all statutory legislative requirements (government requirements, department policies and Public Sector legislative framework).
- Undertake performance management and development activities to enhance individual performance and development.
- Other duties as required.

## **WORK RELATED REQUIREMENTS**

---

### **ESSENTIAL**

1. Demonstrated experience in providing executive and administrative support at senior executive level, including

managing diaries, coordinating meetings, preparing minutes and agendas and monitoring meeting actions.

2. High level written and oral communication skills, including experience preparing external communications, reports and presentations.
3. Excellent time management and organisational skills, including the ability to meet strict deadlines.
4. Demonstrated ability to work in a team environment.
5. High level word processing skills, experience in the use of MS Office suite and a good knowledge of its advanced capabilities.

#### **DESIRABLE**

1. Knowledge of Public Sector and Ministerial protocols.

#### **SPECIAL REQUIREMENTS/EQUIPMENT**

---

#### **ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS**

- Current "C" class drivers licence.
- Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. For appointment on a fixed term contract or casual basis, applicants only require a valid work visa for the duration of the entire advertised term.
- Prior to appointment the Commission requires a 100 point identification check and a Criminal Records Screening clearance will be conducted by the Commission prior to confirming recommendation for appointment.
- The Commission also requires certified copies of qualifications prior to confirming recommendation for appointment.

#### **CERTIFICATION**

---

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

CHIEF EXECUTIVE OFFICER

Signature

:

\_\_\_\_\_

Date:

\_\_\_\_\_

CERTIFICATION DATE: