

**DEPARTMENT OF SPORT AND RECREATION**  
**JOB DESCRIPTION FORM**

2004/0602

**SECTION 1 - OFFICE IDENTIFICATION**

DEPARTMENT OF SPORT AND RECREATION	CLASSIFICATION Level 4	EFFECTIVE DATE OF DOCUMENT: February 2017
DIVISION     EXECUTIVE  BRANCH  SECTION	OFFICE No: 1ADM401P	
TITLE     Executive Assistant		CONDITIONS OF EMPLOYMENT Public Service Award 1992 and relevant agreement

**SECTION 2 - REPORTING RELATIONSHIPS**

Title	Director General
Classification	G2 MAX

Responsible To

Title	Executive Manager, Office of Director General
Classification	Level 8

Responsible To

<b>THIS OFFICE</b>
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Other offices reporting directly to this office.

Title & Classification:

Offices under <u>direct</u> responsibility		
Title	Classification	Number of FTE's Supervised and controlled:
NIL		

**SECTION 3 - KEY RESPONSIBILITIES**

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

Provides effective and efficient high level executive support to the Office of the Director General and Corporate Executive
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Classification Assessment	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td><td style="width: 25px; height: 25px;"></td></tr></table>												

## SECTION 4 - STATEMENT OF DUTIES

		EFFECTIVE DATE OF DOCUMENT: February 2017	
TITLE Executive Assistant		CLASSIFICATION Level 4	OFFICE No: 1ADM401P
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE.			
Duty No.	Details	Freq	%
<b>1.0</b>	<b>Executive and Ministerial Support</b>	<b>D</b>	<b>60</b>
1.1	Provides comprehensive and confidential executive administrative and secretarial support to the Director General.		
1.2	Assists Manager Executive Services with coordination and response to operational level Ministerial enquiries and liaison.		
1.3	Drafts Ministerial documentation on behalf of the Director General and Corporate executive as required.		
1.4	Receives and registers Ministerials, Cabinet requests and Parliamentary Questions. Liaises with Directors to provide responses and follows up to ensure deadlines are met.		
1.5	Monitors and maintains MASCOT system administration.		
1.6	Provide ongoing support and training to staff with the Mascot system and writing of Ministerials.		
1.7	Provide statistical reporting of Ministerials.		
<b>2.0</b>	<b>Executive Assistance and Content Research</b>	<b>D</b>	<b>30</b>
2.1	Researches, collates and organises information for executive level correspondence and other documentation for the Office of the Director General as required.		
2.2	Liaison with the Director General, and senior departmental staff to prepare agendas and papers for the Director General's meetings including: <ul style="list-style-type: none"> <li>• Government</li> <li>• Industry</li> <li>• Key stakeholders.</li> </ul>		
2.3	Maintains, monitors and follows up outstanding items on the Director's Action List.		
2.4	Collates agenda and briefing papers for CE meetings and other meetings as required.		
<b>3.0</b>	<b>Other</b>	<b>O</b>	<b>10</b>
3.1	Other duties as required		

FREQUENCY: D-Daily; W-Weekly; F-Fortnightly; M-Monthly; O-Occasionally or as required; A-Annually.

**SECTION 5 - SELECTION CRITERIA**

		EFFECTIVE DATE OF DOCUMENT February 2017
TITLE Executive Assistant	CLASSIFICATION Level 4	OFFICE No: 1ADM401P
EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE		
<p>Essential</p> <ol style="list-style-type: none"><li>1. Well developed verbal, written and interpersonal skills with the ability to liaise, consult and negotiate with a range of individuals in a variety of contexts.</li><li>2. Demonstrated ability to build and sustain mutually beneficial relationships with a network of key people internally and externally.</li><li>3. Well-developed organisational and time management skills and experience.</li><li>4. Demonstrated initiative, analytical and problem solving skills.</li><li>5. The ability to work in an autonomous team environment whilst exercising discretion and maintaining confidentiality</li></ol> <p>Desirable</p> <ol style="list-style-type: none"><li>1. Demonstrated experience and knowledge of Ministerial, Cabinet and Parliamentary procedures</li><li>2. Knowledge and understanding of the role of the Department of Sport and Recreation</li></ol>		

**SECTION 6 - APPOINTMENT FACTORS**

		EFFECTIVE DATE OF DOCUMENT: February 2017
TITLE <b>Executive Assistant</b>	CLASSIFICATION Level 4	OFFICE No: 1ADM401P
LOCATION AND ACCOMMODATION State location of the position. If accommodation is available give details such as departmental/G.R.O.H., free/rental, etc.	LOCATION                      Perth ACCOMMODATION        N/A	
ALLOWANCES/SPECIAL CONDITIONS State Allowances and conditions applicable	Some out of hours work may be required.  Consent for DSR to conduct an online police check will be required prior to commencement of employment, as per <b>DSR Employment Suitability Check Policy</b> .	
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.	<ul style="list-style-type: none"> <li>• C Class drivers licence</li> <li>• Competence in commonly used personal computing applications, particularly spreadsheet and word processing applications.</li> </ul>	

**SECTION 7 - CERTIFICATION**

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

**BRANCH/DIVISION HEAD****DIRECTOR GENERAL**

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