



Position Description

Position Details

Position Title:	Divisional Executive Assistant		
Position number:	15157		
Classification:	Level 4		
Status:	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	
Tenure:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Temporary:	end date:
Award/Agreement:	<i>Public Sector Award (PSA) and Public Service and Government Officers' General Agreement (PSGOGA)</i>		

The Department

The Department of Planning, Lands and Heritage has state-wide responsibility for advising the Minister for Transport, Planning and Lands, the Western Australian Planning Commission (WAPC) and other stakeholders regarding strategic and statutory planning relating to planning for future communities. The Department plays a vital role in improving the quality of life of all Western Australians.

The Western Australian Planning Commission is the statutory planning authority with state-wide responsibilities for urban, rural and regional land use planning and land development matters. The WAPC responds to the strategic direction of government and is responsible for the strategic planning of the state.

Our Ethics and Values Guide Our Behaviour

Our Values

Leadership - Integrity – Responsiveness – Respect – Innovation - Collaboration

Public Sector Code of Ethics

Personal Integrity - Relationships with others – Accountability



Job Summary

Key function and responsibility of the position

Provides a professional executive support service to the Assistant Director General (or other assigned executive) and proactively applies administrative skills in broader Departmental projects.

Duties of the Position

Position Specific Duties - technical duties that relate to this role

- a) Provides a professional executive support service, showing initiative as appropriate, to the Assistant Director General (ADG) or assigned executive including:
 - Proactive diary and email management.
 - Professional liaison with internal and external divisional stakeholders.
 - Record keeping and document management.
 - Drafting of correspondence, reports and other required documents; and provides quality assurance of such material.
 - Coordination and organisation of meetings and functions.
 - Recording and reconciling divisional expenses for accountability.
 - Collation and coordination of information from other divisions.
- b) Coordinates allocated corporate project or activity including:
 - Planning allocated work within ADG requirements.
 - Undertaking research and establishing administrative process relating to the assigned project or activity.
 - Development of professional relationships with project stakeholders.
 - Monitoring, actioning and reporting on Corporate projects.
- c) Proactively engages with Divisional Executive Assistant peers including:
 - The provision of backfill, as required, for Corporate projects (travel) and any other corporate project activity assigned to Divisional Executive Assistants.
 - Teamwork and collaboration to improve service provision.
 - Collegial support to encourage flexibility of the Divisional Executive Assistant role and self-development.
- d) Maintains awareness of relevant trends and issues in planning matters pertaining to the Department's responsibilities.
- e) Operates within the Department's corporate governance framework, policies and procedures.
- f) Undertakes other duties as required.



Selection Criteria

Experience, skills, competencies and knowledge relevant to the position

Position Specific Criteria - technical criteria that relate to this role

1. Considerable experience providing executive support services using the range of office technology in a dynamic environment requiring discretion, sensitivity and a consistently professional approach.
2. Flexibility and initiative to use analytical skills to solve administrative problems, and coordinate corporate projects or activities as required.
3. High level organisational and planning skills.

Generic Criteria - to be demonstrated in accordance with the capabilities and outcomes listed above

4. Shapes and manages strategy

Supporting shared purpose and direction, thinking strategically, showing judgement, intelligence and common sense, harnessing information and opportunities.

5. Achieves results

Taking responsibility for managing projects to achieve results and identifying and using resources wisely, building and applying professional expertise, responding positively to change.

6. Builds productive relationships

Nurturing internal and external relationships and listening to, understanding and recognising the needs of others, valuing individual differences and diversity, sharing learning and supporting others.

7. Exemplifies personal integrity and self-awareness

Demonstrating public service professionalism and probity, self-awareness and having a commitment to personal development, engaging with risk, showing personal courage and committing action, promoting and adopting a positive and balances approach to work.

8. Communicates and influences effectively

Communicating clearly, listening, understanding and adapting to audience, negotiating confidently.



Reporting Relationships - where this position sits in the Department

<p>Assistant Director General</p> <p>↑ Reports to:</p> <p>THIS POSITION</p> <p>↓ Positions under direct supervision:</p> <p>No Direct Reports</p>
<p>Division: Land Use Planning</p> <p>Directorate: Executive Support</p> <p>Location: 140 William Street, Perth, WA, 6000</p>
<p>Special conditions: Nil</p>

Certification and Version Control (Registration of Position Description)

The Position Description describes the current requirements and responsibilities of this role.

Manager Name: Maundrell Signature: _____ Date: 19.10.17