



JOB DESCRIPTION FORM

POSITION DETAILS

Table with 2 columns: Field Name, Value. Fields include Position Title (Executive Support Officer), Position Number (16215), Classification Level (Level 4), Award/Agreement (Public Service Award 1992...), Division (Executive), Branch/Section (Executive), Physical Location (His Majesty's Theatre), Effective Date (22/07/2013), Employment Type (Permanent), Employment Status (Full time).

REPORTING RELATIONSHIPS

POSITION REPORTS TO

Table with 3 columns: Reporting To, Number, Level. Row: Manager Corporate Governance, 15197, Level 7.

POSITIONS REPORTING TO THIS POSITION

Table with 3 columns: Reporting To, Number, Level. Row: N/A, Number, Level.

PURPOSE OF THE POSITION

Provide executive and business support to Manager Corporate Governance and the board.

DUTIES OF THE POSITION

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

Corporate Governance and Support

- Provides secretariat support to the ACT Board and its sub-committees, organises meetings and functions, manages preparation of the agenda, reports, discussion papers/materials and other required documentation (using the Board management software application).
- Ensures functions and processes of the Board comply with best practice and legislation.
- Coordinates advice and responds to queries from the Board, Manager Corporate Governance and Department and ensures that standards are accurate and timely.
- Tracks actions arising from meetings and directives and coordinates responses.
- Ensures payment of the sitting fees for Board members in a timely and accurate manner.
- Controls Board induction manual and training.
- Organises functions and workshops as required.

Executive and Business Support

- Provides executive secretarial and administrative and project support to the Manager Corporate Governance, including complex diary management, organising meetings, appointments, monitoring telephone calls and electronic communications.
- Provides a customer focussed administrative and business support service to the Manager Corporate Governance and staff within ACT.
- Undertakes reviews and research in relation to specific projects and provides reports and appropriate recommendations to the Manager Corporate Governance.
- Participates at meetings by providing advice in relation to business management matters, and ensures all meetings are recorded, minutes are prepared and distributed and that the necessary actions for follow-up are attended to by the relevant stakeholders.
- Establishes and maintains relationships with and knowledge of the major internal and external stakeholders.
- Develops, implements, and maintains relevant administrative systems to ensure compliant and secure record keeping, including the identification of areas where systems and processes can be changed to improve the services.

General Administration

- Prepares and arranges logistical requirements for events, including catering and booking of facilities.

Other

- Participates as a constructive member of the Team – organises meetings, drafts correspondence and assists with queries.
- Other duties as required with respect to the skills, knowledge, and abilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

1. Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. Meets Occupational Safety and Health, Equal Opportunity, and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

ESSENTIAL

1. Role Specific

- Relevant Knowledge, Experience and Skills – experience in executive support and office management.

2. Shapes and Manages Strategy

- Undertakes the work environment, identifies issues that may impact own achievement and contributes to team planning.
- Draws on information from a range of sources, uses common sense to analyse what information is important.
- Anticipates issues that could impact on tasks; identifies risks and uncertainties in procedures and tasks.

3. Achieves Results

- Monitors progress against performance expectations to ensure deadlines are met; communicates outcomes to supervisor.
- Works to agreed priorities, outcomes and resources and is responsive to changes in requirements.

4. Builds Productive Relationships

- Builds and maintains relationships with team members, other teams, colleagues, and clients.
- Shares information with team, seeks input from others, contributes to team discussions and ensures others are kept informed.
- Maintains awareness of personalities, motivations, and diverse qualities, treats people with respect and courtesy.
- Acts on constructive feedback.

5. Exemplifies Personal Integrity and Self-awareness

- Adheres to the Code of Conduct and behaves in an honest, professional, and ethical way.
- Takes Responsibility for completion of work and seeks guidance when required; takes initiative to progress work when required.
- Maintains effective performance in challenging situations.
- Seeks self-development opportunities, willing to learn new approaches, acquire new capabilities and knowledge.

6. Communicates and Influences Effectively

- Structures messages clearly and succinctly orally and in writing.
- Focuses on gaining a clear understanding of other comments by listening and questioning for clarity, checks own views have been understood.
- Listens to differing ideas to develop an understanding of the issues.

DESIRABLE

1. Other skills, experience, and knowledge desirable in the role

- Knowledge of the Culture and Arts Sector.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

SPECIAL CONDITIONS

This position is based in Perth; however, employees may be required to work from any of the ACT venues as required.

APPOINTMENT IS SUBJECT TO

- 100 Point identification check.
- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months).

TRAINING

- Complete induction within three months of commencement.
- Complete Accountable and Ethical Decision-Making Training within 6 months.
- Complete any training specific to the role required by Departmental policy.

CERTIFICATION

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

Corporate Executive Representative Signature

Enter text.

Date

Enter a date.

I have read and accept the responsibilities of the Job Description Form. The position's duties are to be performed in accordance with the Department's Code of Conduct.

Employee Signature

Enter text.

Date

Enter a date.

ABOUT THE ARTS AND CULTURE TRUST

The Arts and Culture Trust (ACT) was established on 1 July 2022, replacing the Perth Theatre Trust (PTT). ACT manages the following venues:

- His Majesty's Theatre
- Subiaco Arts Centre
- State Theatre Centre of Western Australia
- Albany Entertainment Centre
- Perth Cultural Centre

ORGANISATION	MISSION	VISION	VALUES
Arts and Culture Trust	To offer wide-ranging arts experiences in well-managed venues	To have vibrant, full theatres	Creativity Respect Service