

Executive Support Officer

Office of the Director General

Position number	00041061
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Manager, Office of the Director General (Level 8)
Direct reports	Nil

Context

The Office of the Director General:

- provides strategic advice on procedural and transactional matters and ensures the
- effective operation of the administrative infrastructure that supports the Director General's transactional responsibilities, is responsible for ensuring executive processes and responses are efficient and effective,
- is a conduit between the Office of the Minister for Education and Training and the Department.

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Key responsibilities

- Support the efficient management of the Office of the Director General by coordinating and managing correspondence, briefings and information requests.
- Use workflow systems and processes to register, track and monitor the timely completion of the Director General's correspondence.
- Prepare and process non-complex correspondence for the Director General and quality assure all documentation to meet the required Departmental protocols.
- Ensure effective management of highly confidential and sensitive records.
- Liaise with a wide range of stakeholders, including senior management within the Department and the Minister's Office, and maintain critical contacts and networks for the Director General.
- Provide support to meetings and functions for the Director General, including preparing itineraries, overseeing the collation of papers and documentation for presentation, communicating with stakeholders and booking venues and equipment.
- Support the Director General's Executive Assistant as required to ensure effective operation of the Director General's diary and office.
- Deputise for the Director General's Executive Assistant as required.

Selection criteria

1. Demonstrated considerable skills and experience in providing administrative support and the ability to work collaboratively in a team environment.
2. Demonstrated initiative and well developed organisational skills, including the ability to manage multiple tasks, plan and prioritise workloads, work independently and meet timelines.
3. Demonstrated well developed interpersonal skills with the ability to liaise effectively with officers at all levels within the Department and with key stakeholders including Minister's office, other agencies, industry groups and members of the public.
4. Demonstrated high-level written and verbal communication skills, and proficiency in maintaining quality assurance of correspondence.
5. Demonstrated highly developed computer skills, including a working knowledge of word processing, spreadsheets, records management, electronic mail and diary systems.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 22 December 2020
Reference D20/0667999