



## Senior Executive Assistant, Level 4 (DPC25061)

**Division/Directorate:** Office of Defence Industries  
**Reports to:** Head of the Office of Defence Industries

**Branch/Section:** Defence West  
**Supervises:** Nil

**Location:** West Perth

### **Our vision is to lead a connected government that delivers a brighter future for Western Australians.**

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

The Office of Defence Industries, through Defence West, works to maximise opportunities from Defence for the defence industry in Western Australia, as well as oversees the administration of the ANZAC Day Trust. It is focused on growing the State's defence industry by attracting investment, fostering defence science and innovation, creating local jobs, supporting veterans and their families, and preparing the sector to support the national defence endeavour.

### **Our values, *Leadership, Connection and Impact*, underpin the way we work**

#### **About the Role and Responsibilities**

Provides high-level secretarial, executive, and administrative support to the Head of Office of Defence Industries (HoODI). Provides a liaison and co-ordination service on behalf of the HoODI for the Senior Leadership Team, the Office of Defence Industries, Ministers, Ministerial staff, and Members of Parliament as well as senior staff of other public and private sector organisations.

#### **Secretarial Support**

- Provides executive secretarial and project support to the HoODI and direct reports, while monitoring progress of confidential and routine information requested by the Director General and Corporate Executive.
- Manages diaries, travel arrangements, and meeting coordination, including preparing agendas recording minutes and following up on action items.
- Provides policy advice on administrative procedures and processes, including Cabinet procedures, agenda, and submissions.

- Liaises with the Ministers Office, Members of Parliament, senior representatives from government and the private sector on sensitive and confidential matters.

### **Correspondence Management**

- Undertakes quality assurance for all correspondence prepared for the Minister, Director General and HoODI.
- Receives and manages complex and sensitive calls and correspondence from the public, evaluates and monitors actions and responses referred to the HoODI.
- Monitors and actions urgent emails received by the HoODI.
- Prepares briefing notes and collates incoming reports and documents for the HoODI.
- Reviews and reports on briefing notes prepared for the Director General, Ministers and Governance Fora.
- Ensures all correspondence and documentation comply with records management principles and legislative requirements, including accurate registration and retrieval using the approved records management system.

### **Research**

- Undertakes secretarial support for Parliamentary Questions, Freedom of Information requests, and Hansard transcripts.
- Research and prepares presentation material including speech notes, takes meeting notes, and follows up on action items with Office of Defence Industries team members.
- Coordinates meeting arrangements including researching and booking venues, negotiating costs and catering, and liaising with senior officials attending Governance Fora and other meetings on behalf of the HoODI.

### **Other**

- Coordinates onboarding for new starters within the Office of Defence Industries.
- Performs other duties as directed.

### **Corporate Responsibilities**

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*
- Undertakes other duties as required.

## Building Leadership Impact

We consider all our people as leaders. We believe leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted Leadership Expectations.

This role operates in the Personal Leadership context, which is about the work of individuals not yet in traditional leadership positions who make a direct and immediate difference to the agency.

## Work Related Requirements (Selection Criteria)

### Essential

- Demonstrated experience in delivering high-level executive and administrative support with exceptional attention to detail
- Well-developed written and verbal communication and interpersonal skills, with the ability to negotiate and influence outcomes.
- Demonstrated high-level skills in operational tasks including financial, administration and correspondence management.
- Highly developed planning and organisational skills, with experience managing sensitive and confidential matters appropriately.
- Strong research and analytics skills, coupled with initiative and diligence to resolve complex issues and improve processes.
- Highly developed computer skills with experience using standard software applications.

### Desirable

- Knowledge and understanding of Government processes, procedures and operational frameworks.

### Special eligibility requirements

For permanent appointments you must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check, Criminal Records Screening Clearance and National Security Clearance.

## Certification

**Authorising Signature:**

**People Services:**

**Date:**

**Date:**