



## **Executive Assistant, Level 3 (DPC25038)**

|                       |                              |             |                                 |
|-----------------------|------------------------------|-------------|---------------------------------|
| Division/Directorate: | Office of Defence Industries | Reports to: | Executive Director Defence West |
| 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**

The Executive Assistant provides secretarial, executive, and administrative support to the Executive Director Defence West. Provides a liaison and co-ordination service on behalf of the Executive Director for divisional staff and senior management, Ministers, Ministerial staff, and Members of Parliament as well as senior staff of other public and private sector organisations.

#### **Administrative and Executive Support**

- Provides administrative support to the Executive Director Defence West and the wider Defence West directorate.
- Provides executive support to the Executive Director, including tasks such as diary management, meeting coordination and maintenance of planning documents.
- Prepares and compiles information for internal and external briefings.
- Undertakes tasks to support directorate operations including correspondence management, financial management and travel planning.

- Contributes to continuous improvement of administrative support systems, databases and processes.
- Manages confidential and sensitive information.
- Maintains positive and effective internal and external working relationships.
- Demonstrates a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.

### **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 providing executive and administrative support with strong attention to detail
- Demonstrated well-developed written and verbal communication skills, and strong interpersonal skills.
- Experience in operational tasks such as financial administration and correspondence management.
- Good planning and organisational skills, with the ability to manage sensitive and confidential matters appropriately.
- Highly developed computer skills with experience using standard software applications.

#### **Desirable**

- Ability to undertake research, reporting, and analytics, and demonstrate initiative in improving processes
- 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:**