

Position description – Executive Coordinator

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Job details

Position number:	TBD	ANZSCO:	522231
Classification:	Level 5	Business Unit:	Corporate Services
Leadership Context:	Personal Leadership	Report to:	Chief Corporate Services Officer
Date updated:	8 December 2025	Direct Reports:	Nil

About the role

As an organisation, we incorporate our values into everything we do and support a diverse and inclusive work environment. We recognise that unique perspectives, ideas, and contributions help strengthen and build our team, which ultimately benefits our members.

GESB's purpose is to help members achieve a quality retirement. We do this by responsibly managing their retirement savings, delivering competitive long-term investment returns and offering relevant support so they can make informed decisions.

The Executive Coordinator is responsible for delivering high-level, professional, and timely executive support services to members of the Executive Leadership Team.

Reporting to the Chief Corporate Services Officer, you will be part of the Corporate Services business unit.

This business unit is responsible for essential corporate support and governance functions, including business services, legal, secretariat and investigations, information security, people and culture, records management, and risk and compliance, enabling GESB to operate effectively.

Responsibilities

The Executive Coordinator provides wide ranging administrative support to members of the Executive Leadership Team (ELT):

Management and support

- Manages and coordinates executive correspondence and reporting requirements
- Oversees diary and calendar management, ensuring effective scheduling and prioritisation
- Reconciles expense claims and corporate credit card statements accurately and promptly
- Assists in compiling business unit contributions for Executive and Board reporting
- Coordinates meetings and events, including logistics, documentation, and follow-up on action items
- Assists with the preparation of presentation materials for Executive presentations

- Supports ad hoc projects as required, contributing to planning, execution, and reporting
- Assists with the preparation of material for BU team meetings

Communication and stakeholder liaison

- Liaises and maintains productive relationships with internal and external stakeholders
- Organise logistics for regular external service provider meetings including agenda, actions items register and coordinating diaries

Other accountabilities

- Maintains an awareness of contemporary issues and knowledge of relevant legislation, standards and best practice relevant to the role
- Promotes and models behaviour consistent with GESB's values, Code of Conduct and the WA Public Sector Code of Ethics
- Operates within GESB's Governance Framework, relevant policies and procedures, and other legislative requirements in accordance with the role
- Performs other duties as required that support GESB's operations and strategic priorities

Leadership expectations

At GESB, we believe all our people are leaders and displaying leadership behaviours in the context of your role helps us achieve our purpose, vision and mission, while building a positive and supportive workplace.

[Leadership Expectations](#) provide a clear explanation of the expected leadership behaviours for all employees.

The leadership expectation for this role is [Personal Leadership](#). Leaders in this context make a direct and immediate difference to GESB. They work within a defined area of responsibility, and with personal accountability, to deliver results that support their team and the organisation to deliver our strategic objectives.

Work related requirements

- Demonstrated experience in providing high-level, confidential and proactive secretarial and administrative support at a senior level
- Demonstrated ability to establish and maintain strong working relationships with internal and external stakeholders, leveraging these connections to achieve objectives and deliver high-quality outcomes.
- Well-developed written communication and presentation skills, with demonstrated ability to prepare a broad range of materials to a high standard (agendas and meeting minutes, correspondence, reports, presentations)
- Well-developed planning and organisational skills, with the demonstrated ability to use initiative and coordinate multiple activities to meet competing deadlines
- Advanced proficiency with office computer systems, online portals (Diligent or similar), and the Microsoft Office suite of software
- Demonstrated ability to work collaboratively and contribute positively to team outcomes
- Tertiary qualification in a relevant field is desirable

Special requirements

To be eligible for appointment to the **Western Australian public sector**, successful applicants must provide documentary evidence of their:

- **Date of birth**
- **Work eligibility in Australia:** Certificate of Australian citizenship, evidence of permanent resident status, an entitlement to live and work indefinitely in Australia (applies to permanent appointments) or temporary visa with entitlement to work (applies to fixed term appointments)

- **National Police Clearance:** successful applicants will be required to undergo a National Police Clearance at GESB's expense
- **Essential qualifications:** as specified in the position description

Acknowledgement of Country

GESB acknowledges the Traditional Owners of the land on which we stand. We pay our respects to Elders past and present. Through the waters we wade, the air we breathe, the lands on which we live and travel, we honour the presence of these ancestors. It's because of their strength and resilience that we continue to stay strong and connected to their culture. Today we stand proud and continue to walk in the footsteps of their ancestors, the Whadjuk people of the Noongar Nation.