

Job Description Form (JDF)

Position details

Position title:	Executive Officer
Position number:	Various
Classification:	Level 4
Physical location:	Esperance / Kalgoorlie
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Industry and Economic Development
Directorate:	Regional Business Development
Branch:	Goldfields-Esperance Development Office

Reporting relationships

Reports to: Director Regional Development (70190908), Level 8

This position

Direct reports: Nil

Role summary

Provides an efficient administrative, secretarial, office management and executive support service to the CEO.

Provides assistance with research, policy and project work to support the work of the Commission.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Executive Support

- Provides a range of proactive, flexible and responsive executive support and administrative services to the Chief Executive Officer, Board and senior staff as needed, including preparing and collating correspondence, creating and maintaining a records management system, coordinating and managing diary appointments, screening telephone calls, redirecting queries and collating files for action.
- Provides support to the CEO and Board in relation to financial management matters including credit card processing, invoices, raising purchase orders and budget updates.

- Coordinates the arrangement of meetings, functions and activities on behalf of the CEO including organising venues and hospitality arrangements.
- Undertakes Executive Officer role to the Board including convening meetings, preparation of agendas, recording of minutes, prepares and distributes minutes, monitors the implementation of Board resolutions and actions, undertakes the nominations process and prepares Board induction documentation.
- Arranges and maintains a diary of appointments and meetings for the CEO and Chairperson of the Board.
- Arranges travel, itineraries and associated accommodation for the Chief Executive Officer and Board Chairman and other Board members as required. Coordinates and assists with preparation of travel reports and reconciliation on conclusion of travel.
- Monitors and drafts responses to issues referred to the CEO's attention, tracks actionable correspondence, liaising with relevant parties on outstanding action items arising from correspondence, email, and meetings and coordinates next steps.
- Contributes to the development of administrative systems and processes that meet departmental requirements, to ensure effective administration and service delivery of the office. Actively contributes to the implementation, maintenance and improvement of such systems and processes ensuring effective and efficient service delivery of the Commission.
- Contributes to ensuring the relevance and application of the Commission's internal policies and procedures, through participation in research to inform the review of such policies and procedures and by monitoring implementation and application and making suggestions for reviews.
- Contributes to providing a fair, safe, enjoyable and innovative workplace and ensures human resource management and risk management principals are practiced in accordance with the DPIRD policies and guidelines.

Project Support

- Provides advice and support with key project activities including researching, analysing and collating information, coordinating submissions, reports, and briefings as requested by the CEO and/or Board.
- Monitors and manages the preparation and control of the flow of draft responses for Ministerial correspondence, submissions, Parliamentary questions, government business and briefing notes for the Commission.
- Contributes to the preparation of Ministerial correspondence as directed by the CEO and/or Board.

Stakeholder Engagement

- Builds and maintains relationships with key public and private stakeholders including the Minister's Office, the Board, the public and other relevant partners and stakeholders.
- Liaises with external organisations and other agencies and relevant Board members on matters relating to the Commission.

- Liaises directly with internal stakeholders to monitor and facilitate the provision of accurate, timely and relevant information for the CEO and Board.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience in providing administrative and secretarial support at a senior executive level, including the ability to prepare high quality written reports and briefing papers with attention to detail.

Core capabilities

2. *Build effective relationships*: Well-developed workplace communication skills including written, verbal, interpersonal, negotiation skills and the ability to develop and maintain productive working relationships.
3. *Challenge for innovation*: Ability to develop practical and innovative solutions to problems.
4. *Think strategically*: Well-developed conceptual, analytical and problem-solving skills; demonstrated ability to apply initiative to analyse and evaluate issues and make appropriate recommendations
5. *Delivery in a changing environment*: Well-developed organisational skills with ability to manage competing priorities and providing consistently high levels of support, with proven ability to work under pressure with minimal supervision.
6. *Lead and empower others*: Ability to work effectively within a team environment and contribute to the achievement of team goals.

Desirable criteria

1. Knowledge of and experience working in a regional office.

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Position title: Deputy Director General, Industry and Economic Development

Endorsement Date: 16 January 2025