

Job Description Form (JDF)

Position details

Position title:	Executive Officer
Position number:	70250226
Classification:	Level 5
Physical location:	Kalgoorlie / Esperance
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Industry and Economic Development
Directorate:	Regional Development and Investment
Branch:	Goldfields-Esperance Development Office

Reporting relationships

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

This position

Direct reports: Nil

Role summary

The Executive Officer manages financial administration and reporting for the Goldfields-Esperance Development Commission (GEDC) and contributes to effective governance, integrity, and decision-making for the agency.

The role coordinates delivery of corporate services including administration of the GEDC's risk management and audit function, policies and procedures, recordkeeping, office and asset management. The role oversees provision of essential systems and services such as Information and Communications Technology (ICT).

The Executive Officer assists with executive and project support to the CEO, Senior Management Team and Board, and plays a key role in strengthening the governance capability of the GEDC, encouraging collaboration and continuous improvement.

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

Financial Administration

- Manage and coordinate the provision of financial administrative services including supplier registrations, accounts payables and receivables, and credit cards.
- Manage financial systems and processes including registers, delegations, policies, and procedures. Ensure necessary authorisations are obtained and coordinate division of purchasing and payment roles across team.

OFFICIAL

- Liaise with internal and external stakeholders to resolve account issues and ensure timely remittance.
- Manage procurement and purchasing administration.
- Review financial management reports, financial statements and financial information in liaison with the Chief Financial Officer (CFO) and provide advice to the Senior Management Team.
- Assist with financial planning, forecasting, and budgeting and preparation of budget submissions.
- Monitor expenditure and prepare reports on the budget including grants and projects.
- Maintain a good working knowledge of relevant legislation, Treasurer's Instructions and the Financial Management Manual.

Office and Asset Administration

- Coordinate office leases and office space, accommodation, equipment, furniture, and other assets, in liaison with service providers, government agencies and staff.
- Manage contracts for cleaning, maintenance, security and condition of offices and other assets.
- Manage the deployment and maintenance of the vehicle fleet.
- Manage and monitor procurement and contracts for ICT services. Act as a central point of contact for ICT and cybersecurity coordination for GEDC and service providers.
- Progress the ongoing implementation of cybersecurity measures and reporting in liaison with ICT service providers and government agencies.
- Manage ICT services provided by external contractor including logging and tracking of service requests, monitoring contract performance, and implementing ICT upgrades and projects.
- Implement and review the GEDC Record Keeping Plan and maintain and coordinate record keeping registers, archiving and off-site disposals processes with staff and contractors.

Corporate Service Operations

- Act as a central point of contact for the Service Level Agreement (SLA) with DPIRD and monitor the provision of financial and corporate services under the SLA, to the agency.
- Assist with governance arrangements for the GEDC Board of Management.
- Manage administration for the GEDC Risk Management and Audit Committee (RMAC) including maintenance of the risk register, risk audit reviews, training and meeting agendas and minutes for the RMAC.
- Organise and coordinate the annual internal audit and information required for the internal and external audit processes.
- Coordinate the preparation and submission of the annual report for the GEDC with staff and contractors, including the annual client survey.
- Manage the regular review and endorsement of policies and procedures and ensure agency compliance with relevant requirements. Support internal communications and training for staff to implement new policies and procedures.
- Support Senior Management Team with human resources, recruitment, and training requirements including preparation of induction packs, ICT accounts and equipment for

on-boarding new staff and Board members.

- Support Senior Management Team with implementation of Work Health and Safety (WHS) requirements.
- Support administrator roles with staff and Board travel arrangements, preparing itineraries and journey management plans, booking flights, hiring vehicles, organising accommodation, and coordinating payments.
- Support administrator roles in their functions, including sharing of duties and leave cover, to maintain consistent level of service across corporate and governance functions.

Executive and Project Support

- Assist with business planning and development of strategic and operational plans.
- Prepare responses for Parliamentary Questions, Cabinet referrals, Ministerial and executive requests.
- Prepare ABS, PSC and other surveys and reporting requirements.
- Undertake research and analysis, collate information, and coordinate submissions, surveys, reports and briefings.
- Coordinate meetings and activities on behalf of the Senior Management Team and Board of Management.
- Monitor the implementation of actions and resolutions from meetings and correspondence, and report and escalate issues as required.
- Work collaboratively to develop, implement, and monitor administrative systems, practices, and workflows across the team.
- Coordinate the GEDC corporate calendar and resourcing across the executive and corporate services functions, providing support to other Executive Assistant, Officer and Administrator roles and duties, as required.

Stakeholder engagement

- Represent the GEDC and the Senior Management Team on committees, working groups and forums.
- Build and maintain a network with public and private sector stakeholders.
- Liaise with external organisations and government agencies on matters relating to the agency.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience working effectively in a finance and administrative capacity as part of a team, with proven knowledge and experience in financial management support, including budgeting, financial analysis, and reporting.
2. Demonstrated ability to interpret and apply legislation, governance frameworks and policies and procedures.
3. Demonstrated proficiency in using technology and systems to deliver accurate, efficient, and timely business services.

Core capabilities

4. *Build effective relationships*: High level of communication skills (written, verbal and interpersonal), with the ability to liaise with a range of stakeholders, explain financial and business information to internal and external stakeholders and prepare high quality reports for use in various contexts.
5. *Challenge for innovation*: Well-developed skills in identifying relevant trends and issues impacting business needs. Keeps skills and knowledge up to date and leverages this to generate strategies and innovations that improve service delivery.
6. *Think strategically*: Well-developed conceptual, research, analytical and problem-solving skills; demonstrated ability to apply initiative to effectively manage non-routine, confidential and complex issues.
7. *Deliver in a changing environment*: Well-developed organisational skills with ability to manage competing priorities and work under pressure with minimal supervision.
8. *Lead and empower others*: Well developed interpersonal and teamwork skills, with the ability to build collaborative relationships, support the Senior Management Team and contribute to team outcomes.

Desirable criteria

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

Special requirements/equipment

- A current and valid Western Australian C (car) class driver's licence or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- 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.
- 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: 22 October 2025