



Job Description Executive Governance Officer Level 4

Position Number:	00036686	FTE:	1.0
Directorate:	Office of the Director General	Branch:	Strategic and Executive Coordination
Location:	Osborne Park	Position Status:	Permanent
Agreement/Award:	<i>Public Service Award 1992</i> <i>Public Sector CSA Agreement 2024 or as replaced</i>		

Reporting Relationships

Reports to:

Director Strategic and Executive Coordination, Level 8

Other officers reporting to the above office:

Manager Executive Services, Level 7

Senior Executive Officer, Level 6

This Office – officers under direct responsibility:

No direct reports

Key Role Statement

The Executive Governance Officer assists the Director Strategic and Executive Coordination in the delivery of the Department's corporate governance functions in accordance with established terms of reference, policies and procedures. This includes coordinating and administering governance and secretariat processes for the Department's executive groups and committees and maintaining corporate registers and databases, including the Department's central policy system. The position also assists with the various administrative duties required to ensure the smooth and efficient running of the Office of the Director General.

Key Responsibilities

- Coordinate and administer governance and secretariat processes for the Department's executive groups and committees, including scheduling and arranging meetings, collating papers, preparing agendas, monitoring actions and maintaining records, including through the use of digital board management software.
 - Manage the Department's central policy system, including maintaining the policy register and internal policy website, coordinating the policy review cycle, and ensuring quality assurance and version control of policies and supporting documents.
 - Manage the Department's registers of internal and external groups and committees, including coordinating regular updates to ensure currency.
 - Maintain the branch Intranet pages to ensure information and templates are current and accessible.
 - Assist with monitoring, coordinating and responding to general enquiries and complaints received through the Department's website mailboxes.
 - Assist with coordination and administration of Ministerial requests and responses during periods of leave and busy periods.
 - Contribute to the development, implementation and evaluation of operational policies, procedures and practices.
 - Contribute to the development of business improvement strategies that enhance the functions and operations of the branch.
 - Liaise with staff across the Department at all levels, including members of the Corporate Executive and Executive Leadership Team.
 - Assist the Director with other duties and projects as required.
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Expected Leadership Behaviours

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Personal Leadership** context. The following outlines the key leadership behaviours in action pertinent to this position.

Lead collectively – You proactively build strong working relationships with members of your team and use these relationships to achieve your objectives and deliverables to a high standard.

Think through complexity – You know where to find relevant information and use a common sense approach to research and analyse, and then make evidence based recommendations.

Dynamically sense the environment – You adjust priorities and pace with guidance when necessary to ensure you contribute to delivering value for your team.

Deliver on high leverage areas – Under the supervision of your manager, you work to meet specified timelines and priorities, completing your work to a high standard.

Build capability – You engage in processes and activities that grow the team's capability and effectiveness.

Embody the spirit of the public service – You display and embody the spirit of public service in all your decision making, interactions and professional activities.

Lead adaptively – You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.

Selection Criteria

Essential

- Strong experience working within a governance and administrative support environment with attention to detail and an ability to maintain confidentiality.
- High level organisational skills and a proven ability to plan and coordinate multiple priorities and meet required deadlines.
- Well developed oral, written and interpersonal communication skills, including the ability to communicate professionally and effectively with stakeholders at all levels.
- Proven ability to work autonomously but also as a member of a team to achieve goals and objectives in a busy environment.
- Excellent computer literacy skills, including experience in the use of software and systems that support effective executive meetings (for example MS Teams, Diligent Boards, Convene, CRMs).

Other Requirements

- May be required to work from any Department worksite.

Values

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
 - We have integrity and courage.
 - We respect, trust and care for each other.
 - We know diversity makes us stronger
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CERTIFICATION

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

Branch Director:

Name: Phil Torrisi **Position:** Director Strategic and Executive Coordination

Signature:  **Date:** 14 January 2026

Delegated Authority:

Name: Jodie Wallace **Position:** Director General

Signature:  **Date:** 14 January 2026

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