



Job Description Form

Position Details

Position Title: Executive Assistant	Position Number: DBCA3090563	Level: Level 4
Division: Conservation and Ecosystem Management	Branch:	Section: Directorate
Employment Agreement: PSA 1992/PSCA 2024	Location: Kensington	Effective Date: 19 January 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Integrity
Commitment to knowing and doing what is right



Collaboration
Commitment to team, partnership and the support of others



Accountability
Commitment to being transparent, taking ownership and personal responsibility



Respect
Commitment to the respect of people, culture and place



Excellence
Commitment to quality, innovation and continuous improvement

Reporting Relationships

Position Title Executive Director Conservation and Ecosystem Management	Level/Grade Class 2	↔	Position title Assistant Director Manager Ecosystem Health Branch Manager Environmental Management Branch Manager Forest Management Branch Manager Swan Canning Waterways Branch Manager Wildlife Protection Branch Business Manager	Level L8 L8 SC5 SC5 L8 L8 L6
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised

About the Role

The Executive Assistant provides confidential, high-level administrative and secretarial support to the Executive Director, Conservation and Ecosystem Management, and administrative support to the Directorate more broadly. The position manages a range of sensitive, strategic and time-critical matters, exercising judgement, discretion and initiative. The role also undertakes liaison and coordination on behalf of the Executive Director with internal stakeholders, external agencies and community organisations to support effective communication, workflow and decision-making.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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Responsibilities:

- Provides direct and confidential executive support to the Executive Director and Assistant Director, Conservation and Ecosystem Management, including preparation of correspondence.
- Manages the Executive Director's calendar, electronic mail and telephone calls ensuring all matters are appropriately screened and referred to Departmental staff as appropriate.
- Prioritises incoming correspondence and files for the Executive Director (including confidential and sensitive matters), independently directing these to senior Directorate, Branch and other Departmental staff, initiating follow up action as required.
- Coordinates, collates and undertakes quality assurance role on draft documents as required ensuring all necessary stakeholders have had relevant input.
- Liaises internally and with external organisations, Government departments, statutory authorities, and other agencies on behalf of the Executive Director.
- Coordinates and facilitates Divisional human resource management processes and procedures on behalf of the Executive Director.
- Contributes to the continuous improvement of executive and administrative processes within the Division.
- Arranges travel and accommodation for the Executive Director and staff within the Directorate, including coordination of all intrastate, interstate and international air travel proposals.
- Tracks Ministerial correspondence, Parliamentary questions, Director General correspondence, Deputy Director General correspondence, and correspondence by the Executive Director.
- Ensures appropriate records management for the Directorate.
- Arranges the purchase of office consumables and equipment of the Directorate in accordance with Government guidelines and ensures stocks are maintained.
- Maintains divisional status of key and controlled documents consistent with Divisional procedures.
- Monitors staff leave, timesheets approved, training, and PDPs within the directorate.
- Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
- Undertakes other duties as directed.

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Selection Criteria

Applicants should address the following four criteria. These should be addressed in no more than four pages in total.

1. High level experience in providing confidential administrative support at a senior executive level independently, accurately, often to tight deadlines, and utilising initiative.
2. High level of interpersonal, oral and written communication skills, including demonstrated ability to liaise and negotiate with staff, representatives of Government and external organisations, at all levels.
3. Evidence of excellent time management, organisational and problem-solving skills with the ability to set and meet work priorities and delegate appropriately to achieve outcomes within set time frames.
4. Proven ability to work independently with minimal supervision using discretion, initiative and sound judgment.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. High level written communication skills including the ability to draft and proofread correspondence for sign-off, and to draft non-technical correspondence to a high standard.
6. Demonstrated experience in the use of Microsoft 365 software and apps to undertake the responsibilities of the role.
7. Understanding of occupational safety and health, and equity and diversity principles and practices.
8. Working knowledge of, and experience with, government processes, procedures, and operations at an executive level (DESIRABLE).
9. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience (DESIRABLE).

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Personal Leadership](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1.0
National Police Check <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent (only specify yes if a driver's licence is required for appointment to the position) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

OFFICIAL

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Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)

Certification

Verified by: Recruitment and Establishment


Recruitment and Establishment Section
Registered JDF
19 January 2026