



## Job Description Form

### Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

**Position Title**

Executive Assistant

**Level**

3

**Position Number**

36309  
(Nominated)

**Division/Directorate**

Office of Major Projects Transport Infrastructure  
Delivery (OMTID)

**Branch/Section****Effective Date**

December 2024

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Chief Operating Officer, OMTID, Class 4

Subordinates: No Direct Reports

### Key role of this position

Provides a range of secretarial financial, administrative and office management services and support to the Chief Operating Officer (COO) and the management team directly reporting to the COO.

### Core duties and responsibilities

- Provides confidential executive support, secretarial and general administrative support services to the Chief Operating Officer (COO) and the wider management team.
- Manages requests for appointments and meetings on behalf of the COO and maintains the Outlook calendar daily.
- Receives, checks, prioritises, and monitors all incoming and outgoing correspondence on behalf of the COO.
- Arranges travel and accommodation for the COO and other senior managers as required.
- Prepares quarterly travel returns and processes credit card reconciliations and other invoices for the COO in accordance with Government policies and procedures.
- Coordinates Ministerials, Parliamentary Questions, Briefing Notes and Managing Director correspondence on behalf of the COO.
- Monitors requests for information from internal and external stakeholders to ensure responses are completed within time constraints and in the appropriate format.
- Assists in preparation of correspondence and confidential reports, including drafting routine Ministerial correspondence as directed by the COO.
- Undertakes research for the COO and prepares briefing notes as required.
- Arranges meetings; coordinates, prepares, and distributes agenda papers; undertakes role of minute secretary and follows up actions on behalf of COO.

- Manages the organisation of workshops, functions, and conferences, including preparation of background briefings, venues, processes, and attendance requirements.
- Processes invoices and purchasing card expenses from the COO in accordance with Government policies and procedures.
- Develops and maintains a confidential records management system for the COO.
- Identifies and implements process improvements within the scope of position responsibilities.
- Undertakes other duties as required.

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## SELECTION CRITERIA

### 1. Core Competencies

- Relevant administrative expertise, including:
  - Considerable experience in providing high-level administrative support to a team of professional staff.
  - A demonstrated customer focus, with a commitment to quality service.
  - A good understanding of administrative procedures and practices, including information management and procurement activities.
  - The ability to use initiative and deal with complex and confidential issues in a discreet and sensitive manner.

### 2. Communication and Interpersonal

- Well-developed communication skills (written, verbal and interpersonal), including the ability to relate to internal and external stakeholders at all levels and work effectively as a team member.

### 3. Conceptual, Analytical and Problem Solving

- Sound research, analytical and problem-solving skills, including the ability to identify and implement process improvements.

### 4. Organisation

- Well-developed time management and organisational skills, with the ability to work with minimal supervision, under pressure and manage competing demands.

### 5. Computer Literacy

- Sound computer literacy, including:
  - High-level MS Office skills.
  - Sound experience with a range of information systems and related reporting.

### 6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's licence or equivalent. This requirement continues for the duration of employment in this position and from time-to-time production of the licence on request by the Authority may be required.

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**Certification**

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

**Managing Director / Executive Director / General Manager**

.....  
**Signature**

.....  
**Date**

**Employee**

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....  
**Signature**

.....  
**Date**