



Job Description Form

Executive Manager

Position Details

Position Number: Generic

Classification: Level 7

Award/Agreement: Public Sector Award and Agreement

Organisational Unit: Housing Policy and Development / Various

Location: Perth Metropolitan Area

Classification Date:

Effective Date: February 2026

Reporting Relationships

This position reports to:

Executive Director Housing Delivery and Asset Maintenance, Class 2

Executive Director Strategic Housing and Asset Policy, Planning & Business Development, Class 2

Project Director, Class 1

Executive Director Portfolio and Asset Services, Class1

Assistant Director Executive Services, Level 8

Positions under Direct Supervision:

This position may supervise a small team and oversee project resources as required.

Role Statement

This position is responsible for:

- Providing executive support to the Deputy Director General and Tier 3 Leadership team;
- Managing secretariat functions of the Division or Directorate;
- Coordinating and managing responses, ministerials, resources, projects and relationships;
- Analysing and providing high level briefings and advice to Senior Executive;
- Developing and overseeing planning and reporting, and driving the delivery of outcomes, and
- Developing and maintaining strong working relationships across the Division and the Department.

Position Duties and Responsibilities

1. Reporting and Advice

- 1.1 Ensures effective and responsive communication, coordination and liaison and ensures reporting, advice and documentation meets departmental and ministerial standards and ensures the provision of accurate and timely information.
- 1.2 Identifies and provides advice on potential political, stakeholder and media risks associated with the office's operations.
- 1.3 Provides advice to senior management, and a coordination and consultancy service with respect to matters relating to the office.
- 1.4 Coordinates and contributes to information sharing and professional development of executive services managers across the Department.
- 1.5 Liaises with senior management to prepare and present strategic responses.
- 1.6 Negotiates and liaises with key internal and external stakeholders.
- 1.7 Manages the flow of information to and from the Office to ensure speech notes, briefing papers, correspondence and other matters related to the Director General's high-level and strategic meetings are dealt with to the required standard and in agreed timelines.

2. Management, Planning and Reporting

- 2.1 Coordinates high level Division and departmental projects.
- 2.2 Provides advice and reports that contribute to the overall management of the Division.
- 2.3 Manages resources (including human) at an executive level in a manner that maximises efficiency, effectiveness and responsiveness.
- 2.4 Assists the Assistant Director Executive Services and other members of the Division management team to develop the Division's operational business plan, which considers:
 - the objectives and strategies of the Department's strategic plan;
 - emerging issues related to the Department's strategic directions, and

- relevant trends and issues within the state, in other states and related to Departmental directions and objectives.

- 2.5 Assists other members of the Division management team to deliver the outcomes of the Division's operational business plan relevant to high level project work and achieve:
- cost effective outputs and outcomes;
 - management of key business/customer relationships;
 - minimisation and management of risk;
 - development and maintenance of quality assurance standards and processes;
 - compliance with statutory obligations and departmental policy, and
 - effective management of all resources.

3. Other

- 3.1 Represents/and or attends internal and external events and forums as required.
- 3.2 Promotes a high standard of Equal Opportunity and Diversity, personal conduct, and Work Health and Safety in the workplace.

Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with the Department's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department's performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

Work Health and Safety Responsibilities

All Employees (and Volunteers / Trainees / Contractors)

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

Supervisors (if applicable)

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

Essential Work-Related Requirements (Selection Criteria)

1. Proven excellent research, writing and editing skills, specifically in respect to high level policy documents, correspondence and reports.
2. Demonstrated ability in analysing and interpreting data, information and providing advice that contribute to the overall strategic direction of an organisation.
3. Leadership, and management skills including ability to plan, prioritise, make decisions, meet deadlines and coordinate resources in an environment of change.
4. Highly developed communication and interpersonal skills, including the ability to identify and maintain stakeholder relationships as well as negotiate and influence outcomes.

Desirable Work-Related Requirements (Selection Criteria)

1. Previous experience or sound knowledge of Government and Parliamentary processes, particularly in dealing with Ministerial, Parliamentary and departmental correspondence at a senior level.
2. Understanding of the issues facing the delivery of government services in Western Australia.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.