



# Executive Support Officer

## Position Details

<b>Position Number</b>	50001153	<b>Directorate</b>		Office of Managing Director			
<b>Classification</b>	Level 3	<b>FTE</b>	1.0	<b>Location</b>	Bunbury	<b>ANZSCO Code</b>	
<b>Agreement</b>	Public Sector CSA Agreement 2024 or as replaced						
<b>Award</b>	Government Officers Salaries, Allowance and Conditions Award 1989						

## Reporting Relationships

<b>This position reports to:</b>	<b>Officers reporting to this position:</b>
Managing Director Level satceob4   Bunbury Campus	SES Executive Director Capability and Partnerships SES Executive Director Training & Student Experience Senior Governance Officer L6 Governing Council Chairperson Governing Council Member

## Our Purpose

### Training a skilled regional workforce and enriching our communities

South Regional TAFE’s strategic vision is focused on creating learning journeys to inspire success.

We are committed to a student-centred approach while engaging with local communities and employers to remain regionally connected. Our people are empowered for success and we prioritise a culture of safety, integrity, quality and strong governance. We play a crucial role in progressing key social and economic priorities such as Closing the Gap and net zero transformation.

## Our Values



**Collaboration**



**Integrity**



**Inclusion**



**Innovation**

*South Regional TAFE recognises Aboriginal and Torres Strait Islander peoples who live, work and participate in education and training within the South West and Great Southern regions of WA. We are committed through our Innovate Reconciliation Action Plan to work towards a unified, inclusive future for Aboriginal and Torres Strait Islander peoples in all aspects of life.*

## Position Overview

The Executive Support Officer provides high-level, professional executive and administrative support to the Managing Director and Executive Leadership Team to enable the effective delivery of South Regional TAFE's strategic and operational objectives.

The role is pivotal in ensuring the smooth day-to-day functioning of the Executive office through proactive coordination, sound judgement, confidentiality, and strong stakeholder engagement.

This position acts as a central point of contact between executives, and internal and external stakeholders, supporting effective decision-making and the efficient use of executive time.

## Position Responsibilities

### Executive and Leadership Support

- Provides high-level executive and administrative support to the Managing Director and Executive Leadership Team
- Act as a key point of contact, triaging requests and correspondence to prioritise urgent, sensitive or complex matters
- Proactively manage executive diaries, coordinating internal and external meetings, appointments and commitments to ensure optimal use of executive time
- Independently prioritise competing demands, manage stakeholder expectations and resolve scheduling conflicts.
- Coordinate meeting logistics including agendas, papers, venues and follow-up actions
- Take accurate, comprehensive and timely meeting minutes, clearly capturing discussions, decisions and action items.

### Communication and Correspondence

- Manage incoming and outgoing communications including email, phone and written correspondence with professionalism, discretion and diplomacy
- Prepare, format and distribute executive correspondence, reports, briefs and presentations to support business objectives and decision-making
- Liaise effectively with internal teams, senior executives, Governing Council members and external stakeholders

### Travel, Financial and Procurement Coordination

- Coordinate executive travel and accommodation arrangements, including flights, transfers and accommodation, ensuring cost-effective and compliant outcomes
- Prepare and reconcile executive expense claims in accordance with South Regional TAFE and public sector financial policies
- Raise and manage purchase orders and support procurement processes as required
- Assist with monitoring, reconciling and reporting on team budgets in line with financial processes and timeframes

### Team Coordination and Operational Support

- Support the operational rhythm of the Executive office, including coordination of key events, functions, catering and stakeholder engagements.
- Assist with the planning and organisation of special functions, College events and visits by key stakeholders and departmental representatives.
- Monitor and follow up on mandatory training and compliance requirements for Executives and relevant staff.
- Provide administrative support to projects and initiatives, including research, data collation and reporting.

### **Records, Governance and Confidentiality**

- Maintain accurate and compliant records using the College's electronic records management system (Content Manager).
- Assist with the coordination, preparation and tracking of papers for Executive, Governing Council and Committee meetings, ensuring governance requirements and timelines are met.
- Handle sensitive and confidential information with a high level of discretion, integrity and professionalism.

### **Continuous Improvement and Initiative**

- Contribute to the development, implementation and review of administrative systems, processes and procedures to improve efficiency and service delivery.
- Anticipate potential issues and proactively suggest practical solutions to support smooth day-to-day operations.
- Demonstrate flexibility and willingness to support the Executive team as required to meet business needs.

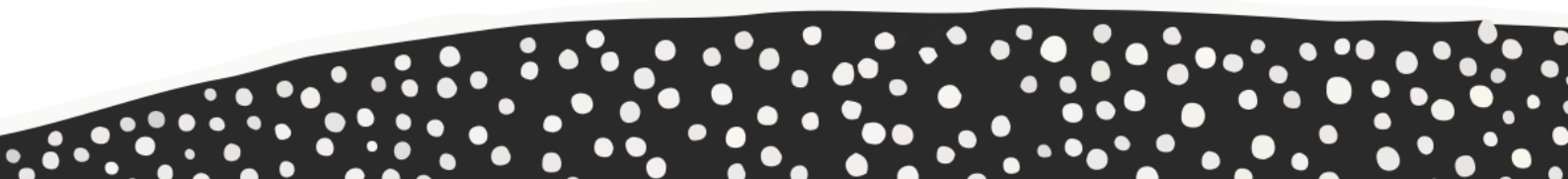
### **Work Health and Safety Responsibilities**

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

### **Other Duties**

- Perform other duties as required in line with the position responsibilities for this role
- Flexibility to work across College campuses and support College-wide initiatives and events as required.

*The occupant of this position will be required to comply with and demonstrate a positive commitment to Equity and Diversity, Work Health and Safety, Public Sector Standards, and the Staff Code of Conduct.*



## Selection Criteria

The selection process for this position includes assessing applications against the role-specific requirements. Applicants should clearly demonstrate how they meet these requirements in their application. The expected leadership behaviours outlined below describe the standards of conduct and performance expected in the role and should be referred to when addressing the selection criteria. The selection process will also take into account the operational needs of the College and the availability of suitable applicants.

## Role Specific Requirements

1. Proven experience providing high-level executive or senior administrative support, ideally in a complex or fast-paced environment.
2. Advanced organisational, planning and time-management skills, with demonstrated experience managing multiple diaries and competing priorities.
3. Strong interpersonal skills and the ability to build collaborative, professional relationships with stakeholders at all levels.
4. Demonstrated experience working in confidential environments, exercising sound judgement, discretion and tact.
5. Excellent written and verbal communication skills, including experience taking accurate meeting minutes and managing executive communications.
6. A proactive, flexible and solutions-focused approach, with the ability to anticipate needs and respond effectively to change.
7. High attention to detail and the ability to work both independently and as part of a team.
8. Proficiency in Microsoft Office applications, including Outlook (diary and email management), Teams, Word, Excel and PowerPoint, and experience using electronic record-keeping systems. Exposure to financial or enterprise systems is desirable.

## Special Conditions

### **Nationally Coordinated Criminal History Check (NCCHC):**

All new staff being appointed to South Regional TAFE are required to provide a Nationally Coordinated Criminal History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training.

### **Working With Children Check (WWC):**

All new staff appointed to South Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

### **Prescribed Legislation and Regulation**

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- South Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Work Health and Safety Act (2020)
- Staff computer Use Agreement
- South Regional TAFE policies and procedures

## Flexibility Requirements

- Hours of work and leave will be managed in accordance with the needs of the business.
- Staff may be deployed to other areas of the college to meet broader business needs, as and when required.
- This position will be required to assist and support College initiatives and events such as enrolment days and open days.
- The College has a reduced activity period during Christmas/New Year.
- May be required to travel to and work from other locations including all SRTAFE Campuses.

## Certification

This document provides an accurate statement of the position's responsibilities and requirements.

Signatures

Business Unit Manager	Director
	