



# Executive Assistant

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Various

**Directorate / Command / District / Division:**

Various

**Work Unit:**

Various

**Position Description Number:**

Generic 27

**Level:**

Level 3

**Employment Conditions**

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Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Various

**Position Objective**

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Provides secretarial, administrative and research support to Senior Executive.

**Role of Work Unit**

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The Western Australia Police Force is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population. The WA Police Force provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in a number of work units across the agency.

**Reporting Relationships**

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This position reports to one the following, depending on the Portfolio/Directorate:

- Assistant Commissioner
- Director, Class 1
- Director, Level 9
- Inspector
- Staff Officer, Senior Sergeant

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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## Key Accountabilities

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### 1 Secretarial/Administrative (80%)

- 1.1 Coordinates the Manager's schedule of appointments and meetings.
- 1.2 Provides an efficient administrative support service in dynamic environment.
- 1.3 Provides a responsive secretarial and word processing service including prompt and effective dictation delivery and/or preparation of correspondence from written and shorthand notes.
- 1.4 Maintains accurate and effective correspondence with file tracking and recording systems to ensure issues raised are actioned in a timely manner and to a high standard.
- 1.5 Participates in Portfolio/Directorate and executive meetings, prepares agenda and minutes of meetings and follows up actions if required.
- 1.6 Anticipates the needs of the Manager, in relation to forthcoming meetings and events and makes appropriate advance arrangements for those needs, including coordinating itineraries, travel and accommodation arrangements.
- 1.7 Prioritises incoming and other confidential and sensitive correspondence and directs enquiries to appropriate senior officers.
- 1.8 Interacts with diplomacy and professionalism with a diverse range of internal and external stakeholders on behalf of the Manager and provides advice and initiates appropriate action to enquiries.
- 1.9 Researches flights and accommodation and books all air / accommodation bookings within the necessary timeframes.
- 1.10 Ensures the continued effective operation of the office and a high standard of business is maintained in the absence of Executives.
- 1.11 Maintains electronic file storage and arranges backup and storage of data.
- 1.12 Monitors and undertakes reporting on finance and/or human resources information (relevant to certain Portfolios only) as required.
- 1.13 Provides guidance on communication styles and protocols to Executive Assistants within the Portfolios reporting to the Deputy Commissioners (where relevant).
- 1.14 Undertakes Quality Assurance of incoming correspondence prior to providing to the Manager.
- 1.15 Provides administrative support and relief to Commissioner's Executive Assistant.
- 1.16 Organises a variety of events on behalf of the Manager.

### 2 Research (15%)

- 2.1 Investigates, researches and responds to issues referred to the Manager.
- 2.2 Researches and prepares replies to correspondence on behalf of the Manager.
- 2.3 Undertakes document and information searches, prepares briefing and background papers relevant to meetings and committees and maintains the Manager's files/folders.
- 2.4 Researches and prepares information for drafting of speech notes and presentations.
- 2.5 Undertakes special projects as requested by the Manager.

### 3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

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## Specialist Prerequisite(s)

It is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **BASELINE VETTING** or **NEGATIVE VETTING LEVEL 1 or 2** security clearance (dependent on the area), for the duration of their appointment in the position.

## Work Related Requirements

### Essential

### Context in which work related requirements will be applied and or general standard expected.

Communication skills

Preparing reports, correspondence, minutes and briefing notes. Taking notes and minutes at meetings, including transcribing. Liaising effectively with a diverse range of internal/external customers. Eliciting and providing sensitive information to customers. Utilising computers effectively in an administrative setting. Utilising word processing and creating databases.

Research skills

Conducting research. Analysing relevant information. Identifying issues that may impact on the strategy and recommending appropriate solutions.

Interpersonal and teamwork skills

Establishing and maintaining a positive rapport with others. Being flexible in a dynamic environment and working as part of a team. Liaising and consulting with internal and external stakeholders at all levels within the public and private sector.

Organisational skills

Managing own workload effectively, planning and prioritising work. Demonstrating self-motivation and initiative to achieve work objective with minimum supervision

Secretarial and administrative support

Preparing agendas, taking and distributing minutes at an Executive level. Monitoring and managing an office environment. Interacting with customers ensuring response times are effective and efficient. Dealing with matters of a sensitive and highly confidential nature organisational sensitivity.

## Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

## Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Organisational Design Officer Organisational Design and Analysis	Julie Norrish	18/06/2024 BLI
A/Executive Manager Organisational Design and Analysis	Martine Dimond	19/06/2024