



## EXECUTIVE OFFICER OFFICE OF THE COMMISSIONER

Position Number: 001019 Level: 4

ANZSCO: 521211

### JOB DESCRIPTION FORM

#### THE ROLE

The Executive Officer is responsible for providing executive, administrative and secretarial support within the Office of the Commissioner, including arranging meetings with key stakeholders, coordinating agendas and supporting papers and, following up required actions from those meetings. Provides a liaison and coordination role across the Department on behalf of the Commissioner, undertakes research, analyses documents and assists with ensuring efficient and compliant financial and administration records are maintained for the Office of the Commissioner.

#### REPORTING RELATIONSHIPS

##### ORG STRUCTURE

Office of the Commissioner

##### THIS ROLE REPORTS TO

Director Office of the Commissioner (006027)

Level: 8

##### POSITIONS THAT REPORT TO THIS ROLE

Administration Officer (006866)

Level: 2

#### POSITION INFORMATION

##### LOCATION:

Cockburn

##### SPECIAL CONDITIONS:

The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

## SPECIFIC RESPONSIBILITIES

*DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.*

### Commissioner Executive Support

- Provide executive, secretarial and personal assistant support to the Commissioner.
- Manages the Commissioner's diary, electronic mail and telephone calls ensuring all matters are appropriately screened and referred to other Departmental staff as appropriate.
- Manages attendance at Ministerial, interstate and inter-agency meetings and forums, including the coordination of research and preparing briefing notes and papers.
- Liaises with Corporate Executive, regional, district and branch staff, the Minister's office and representatives of the public, private and Commonwealth sectors on behalf the Commissioner.
- Collaborate with the Director Office of the Commissioner to address, facilitate and coordinate responses to issues, appointments, travel arrangements or other related matters.
- Undertakes the preparation of draft responses and coordinates departmental responses as required, ensuring all necessary stakeholders have had relevant inputs.
- Organises functions and events for the Commissioner as required.
- Manages travel proposals for the Office of the Commissioner including:
  - The preparation of itineraries.
  - Maintenance and coordination of international, national and regional visits.
  - Key stakeholder meetings on behalf of the Commissioner.
  - Liaising with ministerial staff and other intrastate and interstate agencies and organisations as required.
- Maintains an effective correspondence records system for the Commissioner and ensures compliance with the *State Records Act*.
- Maintains records of the Commissioner's Professional Development Program, including assessing suitability of attendance at conferences and programs, as a component of the Commissioner's Annual Performance Agreement requirements.
- Maintains the Commissioner's expenditure records and processes accounts incurred on behalf of the Commissioner, and Office staff. Reconciles credit card payments and maintains relevant records.
- Supervises the administration officer in the Office of the Commissioner.
- Guide, support and train personal assistants and support staff assigned to the Commissioner's Office, as required.

### Other

- Reporting all health and safety hazards, near misses and injuries.
- Actively participate in managing risk and resolving health and safety issues and promoting a safe place of work.
- Undertake other duties as required.

## EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Personal Leadership**, and it is essential that you demonstrate the required behaviours below to undertake this role:

Behaviour	Descriptor
Lead collectively	Seek and build key relationships, work together and focus on the greater good.
Think through complexity	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
Deliver on high leverage areas	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
Build capability	Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.
Lead adaptively	Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

## SELECTION CRITERIA

*Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.*

### ESSENTIAL CRITERIA

1. Demonstrated experience in providing high level executive and secretarial support.
2. Demonstrated high level organisation skills with the ability to multitask, manage time effectively and meet strict deadlines.
3. Well-developed communication, interpersonal and negotiation skills with the ability to effectively engage with key stakeholder relationships.
4. Well-developed computer literacy skills, including the ability to use a range of software programs.
5. Proven ability to exercise discretion, solve problems and use initiative, particularly in matters that are urgent, non-routine or relate to highly sensitive matters.
6. Demonstrated ability to work independently and as part of a team.

## CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	20 July 2017	20 July 2017	Julie Grant
Vs 2.0	Minor Amendments	11 October 2023	11 October 2023	Conrad Dalais
Vs 3.0	Minor Amendments	7 August 2024	7 August 2024	Andrea Dawson
Vs 4.0	Leadership Behaviours	18 August 2025	18 August 2025	Jeneen Zoutman