



Department of Biodiversity,  
Conservation and Attractions

**ROTTNEST  
ISLAND  
AUTHORITY**

# Job Description Form

## Position Details

<b>Position Title:</b> Board & Executive Support Officer	<b>Position Number:</b> RIA3150580	<b>Level:</b> Level 4
<b>Division:</b> Rottnest Island Authority	<b>Branch:</b> Office of Executive Director	<b>Section:</b> Office of Executive Director
<b>Employment Agreement:</b> PSCA 2024	<b>Location:</b> Fremantle	<b>Effective Date:</b> 29 April 2026

## Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



**Integrity**  
*Commitment to knowing and doing what is right*



**Collaboration**  
*Commitment to team, partnership and the support of others*



**Accountability**  
*Commitment to being transparent, taking ownership and personal responsibility*



**Respect**  
*Commitment to the respect of people, culture and place*



**Excellence**  
*Commitment to quality, innovation and continuous improvement*

## Reporting Relationships

<b>Position Title</b> Executive Governance Coordinator	<b>Level/Grade</b> Level 6	↔	<b>Position title</b>	<b>Level</b>
↑				
<b>Responsible to</b>	<b>This position</b>			
↑				

### Officers under *direct* responsibility

<b>Position Title</b> n/a	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>
------------------------------	--------------------	------------------------------------

## About the Role

The position is responsible for the provision of executive and administrative support to the Board of the Rottnest Island Authority. The position provides administration support and works with a wide range of staff across the Authority. It requires the ability to work independently with a high level of confidentiality to ensure the effective and efficient operation of Board related functions.

*Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.*

<b>Position Title</b> Board & Executive Support Officer		
<b>Position No.</b> RIA3150580	<b>Level/Grade</b> Level 4	<b>Effective Date</b> 29 April 2026

## Responsibilities:

### Board Support

- Coordinates Board and Board Committee governance (including policies), meeting agendas, papers and related processes in accordance with the Rottnest Island Authority Act and Board Governance Policies.
- Arranges meetings, functions and activities including coordination of presentations, organising venues and catering arrangements as needed.
- Attends Board and Committee meetings to ensure appropriate records of meetings are recorded.
- Supports and advises other officers undertaking a Board Officer role.
- Identifies and addresses issues relevant to the business of the Board and with the Executive Director as appropriate.
- Drafts and provides out of session updates to the Board on matters of a critical or urgent nature as directed by the Executive Director.
- Undertakes data gathering, analysis and provision of reports as required to the Board and Corporate Executive.
- Disseminates the outcomes of the Board decision-making in both written and oral formats to various stakeholders.
- Undertakes administration and liaison for Board matters including events, Island familiarisations, remunerations, declarations of interest, correspondence, record keeping and appointment processes.
- Ensures and provides effective stakeholder management and support.

### Executive Support

- Together with the Ministerial & Legislation Officer, provides comprehensive executive and confidential secretarial support and assistance to the Executive Director (ED) including producing correspondence, reports, and complex documents to a high standard of accuracy and presentation.
- Receives and screens visitors and telephone calls and redirects to other staff as appropriate.
- Arranges and maintains a schedule of appointments, meetings and other commitments for the ED to enable efficient time management.
- Compiles and collates files, papers and other information to brief the ED on issues or to prepare for meetings.
- Manages and prioritises all incoming and outgoing correspondence, including coordinating and managing the ED inbox, and redirects to appropriate staff for action; draws the ED's attention to urgent and important items; and acts as appropriate to facilitate management of the workflow through the office.
- Undertakes research, compiles and summarises information and prepares reports and draft correspondence.
- Coordinates and arranges travel and accommodation requirements and prepares detailed itineraries for the ED, Chairman and agency staff.
- Provides support and assistance to the Ministerial & Legislation Officer and provides coverage of this position in the absence of the incumbent.
- Prepares agendas and drafts minutes.

### Finance and budget

- Arranges purchasing of goods and services in accordance with State Government Guidelines.
- Incurs payment of accounts.
- Monitors and reports to the ED on expenditure within the Office of Executive Director as necessary.

### Stakeholders

- Builds and maintains relationships with all key stakeholders including Board members and stakeholder representatives.

<b>Position Title</b> Board & Executive Support Officer		
<b>Position No.</b> RIA3150580	<b>Level/Grade</b> Level 4	<b>Effective Date</b> 29 April 2026

- Undertakes consultation and liaison with internal and external stakeholders as required.

#### Other

- Undertakes other duties as directed.

### Selection Criteria

**Applicants should address the following essential criteria. These should be addressed in no more than three (3) pages in total. Desirable criteria will be assessed as required.**

1. Demonstrated proficiency in administrative and secretariat support and organisational skills, including the ability to meet multiple tasks, plan and prioritise workloads, work independently and meet deadlines.
2. Demonstrated ability to utilise initiative to anticipate requirements, resolve problems arising from competing demands and develop practical solutions to problems.
3. Excellent computer literacy skills including the use of an extensive range of software packages to provide research support and prepare, collate and organise data.
4. Proven ability to deal with sensitive and confidential information with tact and discretion.
5. Demonstrated ability to collaborate effectively in a team environment and communicate effectively with a broad range of stakeholders.
6. Demonstrated well developed written communication skills with the ability to produce a variety of documents, including accurate minutes and meeting papers.
7. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**.
8. Applies and promotes the principles of equity, diversity and work health and safety in the workplace.

**Behaviour Expectations** [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Personal Leadership](#).

#### Other position-related information (only relevant ones will be populated)



<b>Position Status - Permanent</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>FTE: 1.0</b>
<b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	
<b>Current WA Driver's Licence or equivalent</b> (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Medical Assessment</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Working with Children</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>	
<b>Allowance and Special Conditions</b> <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

### Certification

The details contained in this document are an accurate reflection of position.

OFFICIAL

<b>Position Title</b> Board & Executive Support Officer		
<b>Position No.</b> RIA3150580	<b>Level/Grade</b> Level 4	<b>Effective Date</b> 29 April 2026

<b>Division Head</b>	<b>Executive Director</b>
 <b>Signature:</b>	 <b>Signature:</b>
<b>Date: 16 April 2026</b>	<b>Date: 17 April 2026</b>