



JOB DESCRIPTION FORM

Executive Manager (CCC0454)

Executive Directorate

POSITION DETAILS

Classification Level:	7
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Executive Office
Responsible To:	Director Executive, Level 9
Direct Reports:	Communications Officer, Level 6 Senior Project Officer, Level 6 Commissioner's Executive Assistant, Level 4 Chief Executive's Executive Assistant, Level 4 Commissioner's Associate, Level 4

ROLE SPECIFIC RESPONSIBILITIES

The Executive Directorate provides diverse services to support the Commissioner, Deputy Commissioner and Chief Executive, including the provision of legal research and advice, coordination and administration of Commission examinations, preparation and publication of reports, executive officer support to Commission committees, facilitation of risk management and audit processes, development of communication strategies for internal and external audiences, and administrative support.

The **Executive Manager** is responsible for managing the Commission's Executive Office through the management of the communications function and executive support services; managing the human, financial and physical resources for the Office; providing guidance and executive support to executive committees, developing processes to ensure that corporate initiatives meet the Director Executive's priorities and direction; and providing advice and leadership in relation to key Commission projects. Provides high-level administrative service as required, including arranging and coordinating meetings, proof reading documents, maintaining effective storage and retrieval of documents, and collating information and statistics.

- Manages the functional areas of communications and executive support services and their associated human, financial and physical resource management requirements.
- Manages committees and their outcomes; and acts as proxy for the Director Executive when required.
- Initiates and develops policy and procedures on behalf of the Director Executive, and provides advice and analysis to the Director Executive. Ensures compliance with legislation.
- Manages, coordinates and quality controls the preparation and content of Commission correspondence, briefings and parliamentary enquiries.
- Leads the development and implementation of systems to ensure the effective management and control of corporate information and to manage key initiatives and critical operational issues of importance to the Director Executive.

- Identifies and pursues opportunities for enhancing the Commission's efficiency and effectiveness, assists in the development of strategic and business plans, and undertake research and critical analysis to inform the planning process.
- Initiates and leads the development of projects (often of a complex or confidential nature) on behalf of the Director Executive, including associated contract management.
- Engages with Commission stakeholders to determine organisational issues that may drive project priorities.
- Manages, coordinates and prepares as appropriate, Cabinet submissions, high level policy papers, briefings, submissions and Commission responses.
- Acts as the main point of contact with Office of the Attorney General, the Joint Standing Committee on the CCC and the Parliamentary Inspector's Office as required.

ESSENTIAL CAPABILITY REQUIREMENTS

Five core capabilities form part of the Commission's Capability and Leadership Framework. They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's website.

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role.

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| Shapes and manages strategy | <ul style="list-style-type: none">• Anticipates, analyses and manages emerging issues. Develops innovative solutions to complex problems. |
| Achieves results | <ul style="list-style-type: none">• Works independently and manages individual and team work deliverables, as required. Proactively collaborates with others to achieve results. Displays a strong work ethic and resilience. |
| Builds productive relationships | <ul style="list-style-type: none">• Proactively builds trust and effectively collaborates and maintains relationships with a diverse group of stakeholders. |
| Exemplifies personal integrity and self awareness | <ul style="list-style-type: none">• Displays judgement, initiative and professionalism and encourages these standards in others. Continually develops self and others. |
| Communicates and influences effectively | <ul style="list-style-type: none">• Communicates complex information in a clear and compelling manner for the target audience. |
| Role Specific | <ul style="list-style-type: none">• Experience and skills to manage a diverse range of functional areas including the management of their human, financial and physical requirements.• Ability to initiate and apply continuous improvement strategies to ensure organisational objectives and goals are met. |

WORK HEALTH AND SAFETY REQUIREMENTS

You will take reasonable care to protect your own safety and health at work, and that of others by adhering to the safety and health policies and procedures of the Commission and complying with all provisions of the *Work Health and Safety Act 2020*.

PRE EMPLOYMENT REQUIREMENTS

To be appointed to the position of **Executive Manager** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain stringent security vetting.

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and capabilities of the position.

Emma Johnson

16/04/26



CHIEF EXECUTIVE

Signature

Date