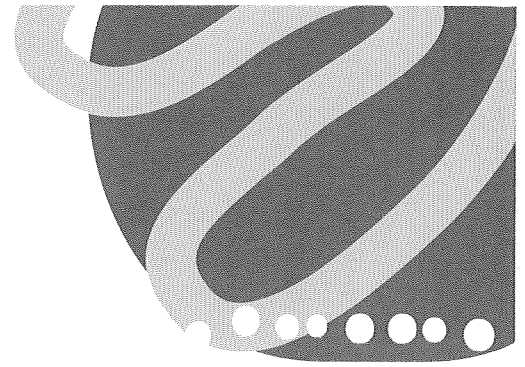




Job Description Form



Executive Officer, Level 5 (DPC19060)

Division: Office of the Director General Reports to: Manager, ODG

Location: West Perth Supervises: Nil

Our vision is to lead a connected government that delivers a brighter future for Western Australians.

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Office of the Coordinator General, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment, Office of Defence Industries and State Services.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

Our values, *Leadership, Connection and Impact*, underpin the way we work.

About the Role and Responsibilities

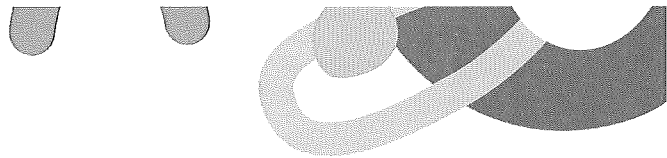
The Office of the Director General (ODG) supports the Director General to deliver the WA Government's priorities and the Department's strategic objectives, in partnership with the Corporate Executive and senior leaders.

The Executive Officer provides executive and administrative support to the Director General, managing complex, sensitive and confidential matters, often within tight timeframes, requiring sound judgement, discretion and an awareness of context. The role also provides leadership across the Executive Assistants network.

As a central coordination and liaison point, the role works closely with internal stakeholders and key external offices, including the Premier's Office, Ministers' offices, Members of Parliament, government agencies and external industry and community groups.

The role is critical to the coordination, prioritisation and risk management of the Director General's diary and work program, in a complex and dynamic environment including:

- Maintains systems, processes and protocols to support the effective operation of the Director General's office and identifies improvements.
- Coordinates meetings, events and functions for the Director General.



- Provides secretariat support for senior executive meetings, including agenda preparation, minute taking and action tracking.
- Manages and prioritises correspondence and documents (including confidential and sensitive matters), and prepares clear, concise responses, taking into account sensitivities, stakeholder perspectives and the broader context.
- Undertakes research and analysis and brings together information across multiple issues to shape advice and support the Director General's priorities and decision-making.
- Oversees diary management, travel coordination, records and financial processes, including budget oversight and travel reconciliation.
- Builds and maintains effective relationships with the Premier's Office, Ministers' offices, Members of Parliament, government agencies, industry and community groups.
- Liaises with departmental executives and staff on behalf of the Director General to facilitate coordination and information flow, exercising sound judgement to navigate competing priorities, sensitivities and stakeholder expectations.

Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*. Undertakes other duties as required.

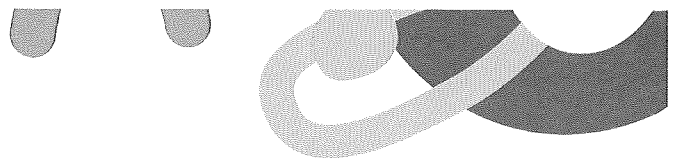
Building Leadership Impact

We consider all our people are leaders and aim to build the impact of their leadership in our important work for the sector and community. As such we expect all our people to adopt the expected behaviours and associated mindsets outlined in [Building Leadership Impact](#) and described fully in [Leadership Expectations](#). The leadership context of this position is [Personal Leadership](#) and there are opportunities for professional development and growth.

Work Related Capabilities (Selection Criteria)

Essential

1. Analysis and judgement: Strong analytical and problem-solving skills, with the ability to gather and interpret information, identify key issues and provide sound recommendations.
2. Delivery and adaptability: Experience developing and implementing processes, policy or strategy, and responding to emerging priorities.
3. Communication and stakeholder engagement: Strong written, interpersonal and negotiation skills, with experience engaging senior leaders, handling sensitive information and building effective relationships.



- 4. Prioritisation and time management: Ability to work effectively in a fast-paced, complex environment, managing competing priorities and delivering high-quality outcomes.

Desirable

- 1. Relevant tertiary qualifications.

For permanent appointments you must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

Certification

Authorising Signature:

People Services:

Date: 15/5/26

Date:

Sarah McSparran

