



Executive Assistant

Education Business Services

Position number	00048232
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Manager, Office of Education Business Services (Level 8)
Direct reports	Nil

Context

Education Business Services (EBS) supports the delivery of high-quality education to students across our State.

Together, we are the Department's strong supporting foundation that:

- pays all Department staff and supports them to procure the goods and services they need
- plans, builds and takes care of the buildings and facilities in which our students learn
- funds all our schools and provides them with appropriate resources and ICT infrastructure
- manages information so that decisions are documented and accessible
- upholds and enhances the Department's reputation by meeting compliance requirements and working effectively with our stakeholders.

Additionally, the Department of Education is progressing Program Kaartdijin (the Program), established to develop a functionally fit, technologically robust solution to replace the current School Information System (SIS) and include additional information capture and reportability. The Program vision is to provide a contemporary administrative and finance solution connecting people, processes and systems for school communities now and into the future across 800+ schools in Western Australia.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Provide administrative support to the Office of Education Business Services and to Executive Directors as required, which may include:
 - preparing and coordinating correspondence and briefing notes, including Ministerial responses and parliamentary questions
 - arranging hospitality, travel and accommodation
 - providing reception duties, including meeting and greeting visitors
 - maintaining stationery supplies

- scheduling of appointments
- managing enquiries and requests.
- Manage the office and administrative systems to ensure issues are efficiently and effectively met.
- Gather background information on issues, assess priority, refer matters and follow up with staff members.
- Provide financial support which may include:
 - payment of accounts
 - organisation of corporate card statements and payment vouchers
 - arrangement of quotations
 - monitoring of travel expenditure.
- Conduct research and investigations which may include library research and the review of professional journals, newspapers and media statements for issues of interest and importance.
- Contribute to change management projects.
- Liaise with senior staff within the Department, other agencies, the Ministerial Services Unit, and members of the public on a diverse range of issues related to the Office of Education Business Services and Executive Directors.
- Receive confidential and sensitive enquiries which require appropriate referral and timely responses.
- Establish and maintain collaborative working relationships and effective communication networks and links with internal and external stakeholders to ensure access to diverse specialist knowledge.
- Maintain a focus on customer service delivery and continuous improvement of services.

Selection criteria

1. Demonstrated considerable knowledge and experience in the delivery of high-level administration support services, including the ability to provide executive support to senior managers.
2. Demonstrated sound oral communication and interpersonal skills, including the ability to liaise effectively with senior managers on a wide range of issues.
3. Demonstrated sound financial management skills with the ability to administer and report on financial systems and budgets.
4. Demonstrated sound written communication skills with the ability to prepare correspondence, minutes and briefing notes.
5. Demonstrated sound research, conceptual, analytical and problem solving skills with the ability to use initiative to identify priorities and meet conflicting timelines.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 1 May 2026
Reference D26/0339784