



Senior Executive Support Officer

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| Position No: | 00026417 |
| Classification | Level 6 |
| Division: | Business and Corporate Services |
| Directorate: | Executive Support |
| Reports to: | Executive Manager, 00025900, Level 7 |
| Direct reports: | 0 |
| Leadership Context: | Personal Leadership |

Position Overview

The Senior Executive Support Officer provides high quality, efficient and effective support to the division, including coordinating and managing requests, correspondence and divisional workflow to ensure responses are clear, and consistent with Departmental and Government protocols, objectives, legislation and policy.

The role facilitates effective partnerships with divisional and Departmental teams to ensure priorities are met within specified timeframes.

Responsibilities

- Prioritise and co-ordinate the delivery of divisional activities and outputs, in line with strategic priorities and goals.
- Ensure timely and effective prioritisation, coordination and delivery of divisional activities in line with strategic priorities.
- Coordinate and prepare correspondences and requests, including Ministerial and Director General responses, ensuring they are clear, concise, consistent with relevant legislation and agreed policies and standards, and is written in a strategic government context.
- Provide secretariat and meeting support, including the preparation of agendas, review and finalisation of meeting papers, minute-taking and follow-up on completion or update of meeting actions, and monitor action items to completion.
- Research, analyse and synthesise information to support the preparation, monitoring and coordination of secretariat, divisional and departmental activities, including provide informed advice and recommendations.
- Liaise with internal and external stakeholders, to support effective communication and maintain productive working relationships.
- Provide executive support to the Division's Executive team, maintaining effective and responsive liaison with stakeholders to meet Divisional and Departmental priorities.

- Perform other duties as directed.
- Demonstrate professional and ethical workplace behaviours in alignment with the Department's Code of Conduct and Values. This includes ensuring work practices and behaviours foster an equitable, diverse, and inclusive work environment and support a safe and healthy workplace in accordance with Work Health and Safety legislation.

Essential Requirements

- Considerable experience in providing executive support at a senior level in a dynamic, multidisciplinary environment.
- Well developed interpersonal skills, including the ability to communicate effectively and professionally with people at all levels, maintain confidentiality and use discretion in relaying information.
- Demonstrated excellent research, writing, reviewing and editing skills specifically in respect to high level correspondence, briefing notes, procedures and corporate executive meeting papers, including the ability to analyse information and provide recommendations.
- Demonstrated excellent time management and organisational skills, including the ability to manage multiple competing priorities, adapt to changing demands and meet deadlines.
- Demonstrated behaviours within the leadership context of Personal Leadership as outlined below.
- Demonstrate the behaviours within the leadership context as outlined below.

Desirable Requirements

- This position does not have any desirable requirements.

Special Requirements

- This position does not have any special requirements.

Mandatory Pre Employment Requirements

- All positions within the Department require the occupant to have a Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome.
- A pre-employment Conflict of Interest will be completed and assessed prior to appointment.

Workplace Behaviours and Expectations

The Department's [Code of Conduct](#) sets out the professional behaviours that we expect of our employees and consistent with our departmental values.

The [Public Sector Commission's Leadership Expectations](#) provide a clear understanding of expected leadership behaviours and associated mindsets for all public sector employees. The expected behaviours (see below) should be demonstrated in the context of [Personal Leadership](#) for this position.

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| 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 |

Further information can be obtained from looking at the [behaviour descriptors](#).

Our Vision and Values

To respect the past, to create opportunities today and to plan for the future.

Our values shape our attitude and actions, guiding us both personally and professionally.

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| Respect | We respect that our work is personal to our stakeholders and that every piece of land and site has a story. |
| Collaboration | We engage and collaborate to build prosperous places and connected communities. |
| Integrity | Our ethics and integrity guide our actions with every piece of land, site and opportunity to enable us to deliver great outcomes for Western Australia. |
| Innovation | We enable innovation, implementing innovative approaches to the way we work to create value for our stakeholders. |
| Professionalism | Our professionalism empowers us to use our specialised knowledge and skills to deliver our work to the highest standards. |
| Accountability | We work in the interest of the public and take responsibility for our actions and decisions. |

Acknowledgement of Country

The Department of Planning, Lands and Heritage acknowledges the Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters, and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people.

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| Registration Date | 9 June 2026 | Registering Officer | Tatiana Anaya  |
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