



Position Description

Position Title:	Executive Manager	Classification Level:	7
Position Number:	33502	Reports to:	General Manager Operations Class 3
Directorate:	Buildings and Contracts	Supervises:	1-3 FTE
Branch/Section:	Operations	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Executive Manager is responsible for supporting the General Manager, Operations and the Operations Executive through the provision of strategic, advisory and executive support. The position liaises with key stakeholders across the Department, including the Office of the Director General, various Deputy Director General's offices, the Operations Executive and individual Customer Teams to manage the strategic, corporate, ministerial, executive and disaster recovery functions of the office.

Responsibilities

- Support the General Manager, Operations to provide accurate, timely and consistent advice to key stakeholders including the Deputy Director General, Director General and Minister.
- Coordinate and manage all ministerial correspondence, including media responses, briefing notes, Cabinet submissions, responses to parliamentary questions, speech notes and advice to the Minister and other agencies.
- Provide high-level research, advice, executive and disaster recovery support and assistance to the General Manager and the Operations Executive and represent the General Manager and Operations division on working groups and committees, as required.
- Liaise with senior staff across the Operations division, Buildings and Contracts business unit and Department in the preparation of ministerial advice and responses, including requests for information from parliamentary sub-committees and integrity agencies, such as the Public Accounts Committee and Office of the Auditor General.
- Provide advice to senior managers and staff on policies, procedures and protocols to facilitate the business of the Operations division.



- Assist the General Manager and Operations Executive in the preparation and management of business planning, corporate reporting, human resource and financial management, as well as risk management (including work, health and safety) and other processes and activities to meet service delivery requirements.
- Lead a small team in the delivery of executive, logistical and business support functions across the Operations division, which includes multi-disciplinary teams comprising more than 200 full-time equivalent positions located across 13 locations statewide, including the management of regional office accommodation, fleet and Government Regional Officer Housing.
- Participates in emergency management, disaster response and business continuity activities, as and when required.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Others.
- Perform other duties as required.

Essential Requirements

- Considerable experience in the management and delivery of high-level executive support services within a complex environment, including highly developed writing and editing skills, specifically with respect to high level policy documents, executive correspondence and reports.
- Sound leadership and management skills with the ability to work collaboratively to achieve positive outcomes.
- Highly developed communication and interpersonal skills together with the ability to liaise and consult with a range of stakeholders in various contexts.
- Highly developed organisational and prioritisation skills together with the capacity to use initiative in a demanding environment.
- High level research skills and abilities together with the ability to provide innovative solutions to complex problems and/or issues.

Desirable Requirements

- Knowledge of government, ministerial and parliamentary processes and procedures.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Leading Others** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **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 interest 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.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: K.Pallotta, HR Consultant, March 2026

Classification Evaluation Date: 6 September 2024