

## Job Description Form

### Executive Officer, Level 5 (DPC24000)

**Division:** Delivery and Policy

**Reports to:** Executive Manager

**Directorate Branch:** Office of the  
DDG

**Supervises:** 0

**Location:** West Perth

**OSCA Code:**

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

The Department of the Premier and Cabinet (DPC) is a central agency, leading the public sector by providing whole-of-Government advice and supporting both the Premier and Cabinet in their service to the WA community.

The Department of the Premier and Cabinet, provides quality policy and administrative advice and support to the Premier, Ministers and Government to serve the WA community. The Department plays a central role coordinating delivery of the WA Government's priorities including: jobs, health, housing, safe and inclusive communities, environment, and infrastructure.

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

The Delivery and Policy Division provides strategic leadership and coordination to ensure whole of-government priorities are effectively delivered. It is structured under two key groups: Delivery Unit and Policy. Together, these functions enable DPC to provide independent, evidence-based advice and ensure alignment between government decision making and the delivery of the Government's priorities.

#### **About the Directorate/Branch**

The Executive Officer plays a key role within a high-performing, fast-paced and dynamic team. Dealing with a range of strategic and confidential issues, this role provides a liaison and coordination service on behalf of the Deputy Director General for Corporate Executive, senior management, Ministers, Ministerial staff and Members of Parliament, as well as senior staff of other public and private sector organisations. This role also contributes to discrete projects including through coordinating, analysing and shaping advice. The position contributes to policy and governance reporting and provides support and advice to deliver outcomes within agreed timeframes.

This role:

- Leads executive secretarial support, which includes diary and travel arrangements, monitoring progress of confidential and routine information requests.
- Manages records through the record management system and undertakes quality assurance on correspondence prepared for the Deputy Director General, Director General and Premier.
- Coordinates and manages projects on behalf of the Deputy Director General and contributes to the delivery of achieving project outcomes, takes action to ensure approved project outcomes are progressed while ensuring flexibility to accommodate changing priorities and timelines.
- Provides policy support on strategic initiatives, including applying critical thinking and conducting research, analysis and interpreting information from a variety of sources.
- Develops and communicates key information, including identifying issues and possible solutions, with a broad range of internal and external stakeholders.
- Builds and maintains positive working relationships with internal and external stakeholders to facilitate information sharing and coordinate day-to-day administrative activities.
- Assists with the implementation of the Government's priorities by contributing to projects, preparing briefing notes, and drafting high-quality documentation provides relevant and timely advice to the Deputy Director General.
- Provides support to colleagues and contributes to a positive and collaborative workplace culture.

### **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)

1. You have strong conceptual and analytical skills including a demonstrated ability to gather information, analyse key issues and contribute to policy and project outcomes.
2. You have strong time management and project coordination skills, with a demonstrated ability to formulate plans, set timelines, deliver required outcomes and keep others informed.
3. You have effective interpersonal skills with a demonstrated ability to engage with a wide range of internal and external stakeholders and the ability to gather advice and guide decisions.
4. You have strong written and oral communication skills and demonstrated experience drafting clear and concise documentation and presenting information effectively to team members and immediate audiences.

### Desirable

1. You possess relevant tertiary qualifications.
2. You have knowledge of the Parliamentary, Cabinet and Executive Government processes.

### Employment Conditions

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

Appointments are also subject to a 100-point identification check and satisfactory Criminal Records Screening Clearance.

### Certification

**Authorising Signature:**

**People Services:**

**Date:**

**Date:**