



## Job Description Form

### Senior Executive Assistant, Level 4 (DPC05180)

**Directorate:** Delivery and Policy

**Reports to:** Executive  
Manager

**Branch/Section:**

**Supervises:** Nil

**Location:** Perth Metro

#### **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.

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 Role and Responsibilities**

The Senior Executive Assistant is responsible for dealing with a range of strategic and confidential issues, often working within short timeframes. This position provides a liaison and coordination service on behalf of the Group Head for Corporate Executive and senior management, Ministers, Ministerial staff and Members of Parliament, as well as senior staff of other public and private sector organisations.



This role:

- Provides executive secretarial support, which includes diary and travel arrangements, prioritises all incoming and outgoing correspondence, monitoring progress of sensitive, confidential and routine information requests.
- Drafts and coordinates departmental correspondence as required.
- Manages workflow and administrative tasks that support the effective and efficient operation of the division.
- Conducts research to develop and communicate key information, including; identifying issues and possible solutions, with a broad range of internal and external stakeholders.
- Manages records through the record management system and undertakes quality assurance on correspondence prepared for the Group Head, Deputy Director General, Director General and Premier.
- Builds and maintains positive working relationships with internal and external stakeholders to facilitate information sharing and coordinate day-to-day administrative activities.
- Works collaboratively within a team environment, providing support to colleagues and contributes to a positive 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.

### **All our people are leaders**

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. You have highly developed computer skills and demonstrated experience in providing Executive support to senior management and the ability to work with minimal supervision.
2. You have a strong attention to detail, time management and organisational skills with a demonstrated ability to follow procedures, identify risks and prioritise tasks to ensure deadlines are met
3. You have excellent written and verbal communications skills with ability to structure messages clearly and succinctly.
4. You have excellent 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.

### **Desirable**

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

### **Pre-Employment Requirements**

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:**

**Date:**