



## Executive Officer

<b>Position No:</b>	00027406
<b>Classification</b>	Level 5
<b>Division:</b>	Office of the Director General
<b>Directorate:</b>	Office of the Director General
<b>Reports to:</b>	Manager, Commission Support
<b>Direct reports:</b>	0
<b>Leadership Context:</b>	Personal Leadership

### Position Overview

The Executive Officer delivers a high standard of executive and business support to the Chair of the Western Australian Planning Commission (WAPC), providing confidential and proactive administrative, secretarial, office management and research functions. The role collaborates with staff across the Department to ensure the Chair of the WAPC can fulfill their responsibilities efficiently and effectively.

The Executive Officer also provides leadership and direction to employees that support the Chair of the WAPC, ensuring consistency in administrative processes while driving continuous improvement and innovation in all business administration processes for the team.

### Responsibilities

#### Executive Support

- Provide high level executive and business support to the Chair of the WAPC, ensuring timely and high-quality service.
- Manage and coordinate activities effectively aligning deliverables with the Department and WAPC's strategic priorities and goals to facilitate seamless operations and informed decision making.
- Manage the Chair of the WAPC's schedule including appointments, event logistics and travel arrangements to ensure seamless daily operations.
- Manage electronic mail and telephone communications, ensuring all matters are appropriately screened and referred to other Departmental staff as needed.
- Manage the operations of the Chair of the WAPC's office, overseeing confidential records, filing systems and preparation of documentation for the Chair and other Executive staff as required.

#### Secretarial, Administrative and Research Support

- Develop and maintain effective systems, records, processes and protocols to enable efficient operation of the office of the Chair of the WAPC.
- Coordinate meetings for the Chair of the WAPC including agenda preparation, action

monitoring, minute taking and distribution of documentation.

- Draft correspondence and provide quality assurance for all internal and external written communication requiring the Chair of the WAPC's consideration, ensuring clarity, professionalism and alignment with departmental standards.
- Manage incoming correspondence and records by applying critical judgment to assess, prioritise and allocate tasks ensuring effective workflow and compliance with record keeping standards.
- Maintain oversight of all correspondence flow, independently directing communications to senior staff, initiating follow ups and tracking approvals to support timely action and decision making.
- Conduct research and participate in projects that impact the WAPC or the department on behalf of the Chair, providing comprehensive reports on findings.
- Support procedural change by identifying improvements and assisting in the implementation of revised processes.

### **Leadership**

- Provide leadership and direction ensuring preparation of accurate advice and materials for the Chair of the WAPC.
- Analyse patterns, trends and connections across multiple levels of information to identify issues, solve problems and create efficiencies.
- Develop a strong understanding of the broader work and political environment, assessing potential impacts on the Chair of the WAPC and the team's activities and adapting strategies for optimal results.

### **Relationship Management**

- Liaise, build and maintain effective relationships with internal and external stakeholders on behalf of the Chair of the WAPC, including Ministerial Offices, public sector agencies and private sector organisations.
- Provide daily support to senior departmental staff, responding to requests for advice and assistance on behalf of the Chair of the WAPC.
- Undertake administrative tasks efficiently in a fast-paced environment, demonstrating professionalism, agility and the ability to communicate with influence.
- 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 health workplace in accordance with Work Health and Safety legislation.

## **Essential Requirements**

---

- Demonstrated experience in a high-level executive support role, including an ability to work autonomously
- Demonstrated ability to manage competing demands, prioritise tasks effectively and meet deadlines in a fast-paced environment.
- Demonstrated ability to use discretion and initiative to deal with complex and sensitive issues whilst maintaining confidentiality.
- Highly-developed interpersonal, verbal and written communication skills, with the ability to liaise, negotiate and build effective relationships with key stakeholders.

- Demonstrated experience in coordinating administrative systems and processes with the ability to lead and mentor others in driving process improvements for greater efficiency and effectiveness.
- 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.

<b>Lead collectively</b>	Seek and build key relationships, work together and focus on the greater good
<b>Think through complexity</b>	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks
<b>Dynamically sense the environment</b>	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.
<b>Deliver on high leverage areas</b>	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
<b>Build capability</b>	Proactively develop others, share learning to promote efficiency and effectiveness, and champion diversity and inclusion
<b>Embody the spirit of public service</b>	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
<b>Lead adaptively</b>	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.

<b>Respect</b>	We respect that our work is personal to our stakeholders and that every piece of land and site has a story.
<b>Collaboration</b>	We engage and collaborate to build prosperous places and connected communities.
<b>Integrity</b>	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.
<b>Innovation</b>	We enable innovation, implementing innovative approaches to the way we work to create value for our stakeholders.
<b>Professionalism</b>	Our professionalism empowers us to use our specialised knowledge and skills to deliver our work to the highest standards.
<b>Accountability</b>	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.*

<b>Registration Date</b>	26 May 2026	<b>Registering Officer</b>	Erika Booth <i>Erika Booth</i>
--------------------------	-------------	----------------------------	--------------------------------