



# Job Description Form

## Executive Officer

### Position Details

**Position Number:** 020928  
**Classification:** Level 5  
**Award/Agreement:** Public Sector Award and Agreement  
**Organisational Unit:** Housing Policy and Development / Housing Services / Housing Practice and Support  
**Location:** Perth Metropolitan Area  
**Classification Date:**  
**Effective Date:** August 2025

### Reporting Relationships

**This position reports to:**  
Director Housing Practice and Support, 015914, Level 8

### Positions under Direct Supervision:

This position has no subordinates.

## **Role Statement**

The Executive Officer position is responsible for facilitating the efficient management of Housing Practice and Support.

The position provides efficient and effective ministerial and parliamentary coordination service for Housing Practice and Support.

The role assists with projects including undertaking research and drafting reports, and supporting the Director Housing Practice and Supporting a range of areas associated with the management and day to day services of Housing Practice and Support.

## Position Duties and Responsibilities

### 1. Shapes and Manages Strategy

- 1.1 Contributes to the development of the agency's direction through the strategic coordination, development and quality assurance of Divisional and Departmental responses to internal and external requests for information and reporting across a broad range of activities.
- 1.2 Contributes to the development of strategic and business plans for the Division providing innovative solutions to meet a changing environment.
- 1.3 Contributes to and implements continuous improvement strategies, ensuring overall quality assurance and provides further support to Divisional and Departmental staff in relation to the ministerial, media and parliamentary enquiries.

### 2. Achieves Results

- 2.1 Initiates and provides administrative, project and operational support to the Director and senior leaders, including financial and resource management and assisting with the provision of information and the conduct of research on special projects.
- 2.2 Coordinates, develops and quality assures responses to Ministerial, Parliamentary and other correspondence and enquiries for the Division.
- 2.3 Undertakes research and analysis across a range of areas to inform planning and reporting processes.
- 2.4 Collects, collates and maintains data relevant to Housing Services activities and provides reports as directed.

### 3. Builds Productive Working Relationships

- 3.1 Works collaboratively with the immediate team and actively assists in other areas as identified and needed.

- 3.2 Contributes to positive and productive relationships with stakeholders based on cooperation, trust and respect.
- 3.3 Understands Stakeholder requirements and maintains high customer service standards.

**4. Communicates and Influences Effectively**

- 4.1 Presents messages confidently and selects the appropriate medium for conveying information to the audience and subject matter.
- 4.2 Participates in the enhancement of the Department's functioning by contributing knowledge and experience to the Department, sector forums, seminars and professional development activities.

**5. Personal Integrity and Self-Awareness**

- 5.1 Ensures compliance with corporate policies, legislation, standards and procedures.
- 5.2 Shows initiative to progress work and undertakes other duties when required.

## Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with the Department's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department's performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

## Work Health and Safety Responsibilities

### All Employees (and Volunteers / Trainees / Contractors)

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

### Supervisors (if applicable)

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

## Essential Work-Related Requirements (Selection Criteria)

### **Shapes and Manages Strategy**

1. Good conceptual, analytical and evaluation skills with the ability to provide advice and interpretation on a wide range of issues, that assist the Division to achieve its business objectives.

### **Achieves Results**

2. Good planning and organisational skills, and experience delivering results in a complex, time sensitive environment with multiple stakeholders.

### **Builds Productive Working Relationships**

3. Excellent interpersonal skills to enable the development of ongoing positive stakeholder relationships and ensure cooperation.

### **Communicates and Influences Effectively**

4. Good communication skills, and experience in producing documents to a high standard.

### **Personal Integrity and Self-Awareness**

5. Displays self-awareness, critically analyses' own performance and demonstrates a strong commitment to learning and self-development, including embracing new challenges.

## Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.