

JOB DESCRIPTION FORM

Title	Commissioner's Executive Assistant	Position Number	CCC0452
Division	Executive	Classification	3
Unit		Status	Up to 5-year appointment
Conditions	Corruption and Crime Commission Industrial Agreement 2013	Effective Date	July 2016

Reporting Relationships

This position REPORTS TO: Executive Manager

DIRECT REPORTS TO this position: Nil

Organisational Context

The Corruption and Crime Commission ("the Commission") is a leading Australian anti-corruption agency, established by the *Corruption, Crime and Misconduct Act 2003* ("the CCM Act"). Its primary purpose is to improve continuously the integrity of, and to reduce the incidence of serious misconduct and corruption in, the Western Australian Public Sector and to combat and reduce the incidence of organised crime.

It does this by:

- Identifying areas of greatest risk of corruption and serious misconduct in the public sector and focusing its resources on high value investigations and operational activities in those areas.
 - Receiving and determining the most effective methods for responding to and dealing with allegations of serious misconduct and corruption, including the use of the Commission's special investigative powers.
 - Conducting investigations into allegations of police misconduct and working with WA Police to prevent police misconduct.
 - Undertaking targeted activities to increase the capacity of public authorities to combat serious misconduct and corruption.
 - Working co-operatively with the WA Public Sector Commission to deliver an integrated approach to managing misconduct risks across the public sector.
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Purpose of this Position

- The Executive Assistant provides secretarial and administrative support to the Commissioner. The role includes but is not limited to typing and proof-reading of reports, diary and correspondence management, arranging travel and accommodation and organization of meetings and conferences.
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Key Responsibilities

In meeting the requirements of the position, the Commissioner's Executive Assistant delivers:

Executive Support Services

- Proactively manages the diary of the Commissioner.
- Receives, assesses and manages telephone and electronic communications and correspondence for the Commissioner.
- Transcribes and types from audio recordings and handwritten drafts.
- Prepares routine correspondence for the Commissioner.
- Formats and proofreads documents to ensure professional presentation.
- Manages and maintains correspondence to ensure effective storage and retrieval, with appropriate attention to confidential matters.
- Prepares agendas, takes and distributes minutes for executive meetings and keeps track of follow-up action.
- Welcomes visitors to the Executive Office, arranging hospitality as required.
- Arranges and coordinates meetings and conferences, and collates briefing notes as required.
- Coordinates travel and accommodation requirements and prepares itineraries for the Commissioner and other members of the Executive Office.
- Liaises with stakeholders on behalf of the Commissioner as required.
- Records and provides statistics and other information for management purposes.
- Prepares corporate credit card acquittals for members of the Executive Office.
- Maintains general knowledge of current Commission issues and matters to add value to the administrative function.
- Works collaboratively with all members of the Executive Office to ensure an effective executive support service to both the Commissioner and Chief Executive.
- Obtains a clear understanding of the Executive Assistant for the Chief Executive's role so as to be able to substitute into this role on an as needed basis.
- Other duties as required.

Key Behaviours

As an officer of the Commission, the Commissioner's Executive Assistant is required to model the Commission's Key Behaviours, which are:

1. Mobility and flexibility

We are willing and capable to lead groups (not relying on formal authority) and work collaboratively within teams and across "organisational boundaries" (cultural, beliefs, functions, tribes) to achieve shared Commission outcomes.

2. Fit for purpose

We ensure a fit for purpose outcome and approach through shared understandings.

3. Leadership

We will be the best we can be and inspire others to achieve the purpose and outcomes of the Commission.

4. Relationships

To achieve our outcomes, we develop and harness professional, constructive relationships.

5. Teamwork

Teamwork is fundamental to the achievement of Commission outcomes. We exhibit teamwork by:

- recognising our individual and collective responsibilities and working collaboratively, flexibly and safely;
- valuing our colleagues skills and abilities;
- investing in diverse and flexible work groups; and
- trusting each other to participate and contribute to the best of our ability.

Pre-Employment Requirements

To be appointed to the position of Commissioner's Executive Assistant you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship.
- undergo stringent security vetting.

Core Capabilities

In order to be successful in this position, the Commissioner's Executive Assistant will need to demonstrate the following capabilities:

Work Expertise

- High level word processing, keyboard and audio transcribing skills including attention to detail and accuracy.
- Experience of providing executive support services to senior management.

Service Focus

- Demonstrated organizational skills including ability to prioritise and complete work within set timeframes.
- Well developed verbal, written and interpersonal skills with an ability to deal with people at all levels.

Relationship Management

- Proven ability to work collaboratively in a small team environment.

Individual Effectiveness

- Operates under pressure in a sensitive environment and is able to manage multiple tasks and respond calmly and positively to contingencies.
 - Professional attitude and manner in order to deal courteously with all inquiries directed to the Executive Office.
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Certification

The details contained in this document are an accurate statement of the responsibilities and requirements of the position.

Ray Warnes
CHIEF EXECUTIVE



Signature



Date