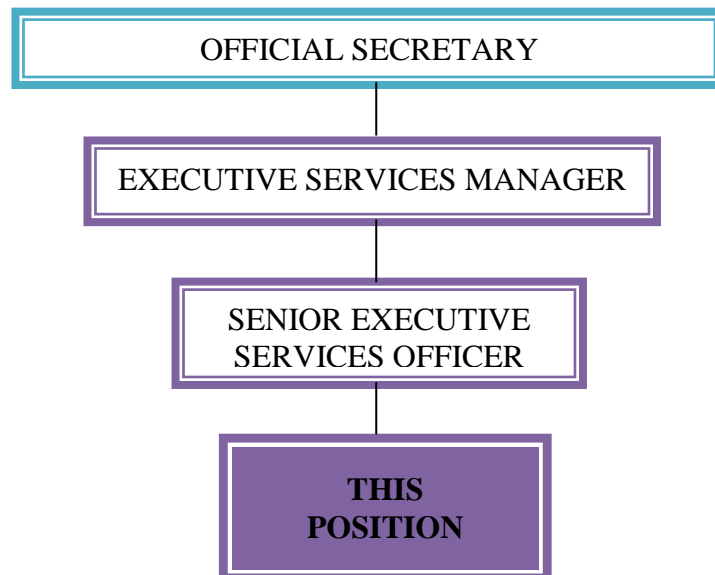


# EXECUTIVE SERVICES OFFICER (FUNCTIONS)

## 1. POSITION IDENTIFICATION

<b>Title</b>	Executive Services Officer (Functions)	<b>Level</b>	3
<b>Section</b>	Executive Services	<b>Agreement/Award</b>	GESGA 2017
<b>Department</b>	Governor's Establishment	<b>Date Effective</b>	January 2019

## 2. REPORTING RELATIONSHIP



This position reports to the Senior Executive Services Officer.

## 3. KEY RESPONSIBILITIES OF THE POSITION

- Provide effective administrative and personal support in the implementation of hospitality functions hosted by the Governor and spouse at Government House.

#### **4. RESPONSIBILITIES**

- Under the direction of the Senior Executive Services Officer, arrange hospitality functions, including the invitation process, which includes the development and dispatch of invitations and guest lists, managing RSVPs, formalising seating plans and briefs, and undertaking all functions related printing.
- Provide briefing notes for functions and events hosted by the Governor and spouse, including operational documentation for the hospitality services team.
- Develop and maintain guest database, including record of dietary preferences and any other special requirements.
- Undertake 'front of house' duties and general coordination of formalities at hospitality functions in collaboration with the Hospitality Services Manager.
- Liaise with and coordinate Honorary ADC's for in-house functions where required.
- Liaise with printing contractor for functions related printing requirements.
- Prepare mailing lists for Christmas cards, print and dispatch as required.
- Other administrative support duties, including filing and data entry, as directed.

#### **5. SELECTION CRITERIA**

##### **ESSENTIAL**

- Demonstrated experience in coordinating functions and events.
- High-level organisational, time management and priority setting skills.
- Strong verbal and written communication skills.
- Understanding of, and experience with, contemporary Information Technology systems and databases.
- Ability to work as part of a small multi-disciplinary team.
- Ability to work outside business hours when required.

##### **DESIRABLE**

- Previous experience with Objective or other Electronic Records Management Systems is an advantage.

## **6. EXTENT OF AUTHORITY**

- This position is directly responsible to the Senior Executive Services Officer.
- The position operates with general direction and exercises initiative and judgement within established guidelines.

## **7. OTHER RELEVANT INFORMATION**

1. The Governor's Establishment is an Equal Opportunity Employer.
2. The Governor's Establishment provides a smoke free environment.
3. Duties worked outside of ordinary working hours (including evenings and weekends) will require approval.

## **8. OTHER RESPONSIBILITIES**

1. In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*, employees are responsible for ensuring that they:
  - Follow reasonable instruction.
  - Cooperate with their employer.
  - Take reasonable care for the safety of others in the Workplace at all times.
2. In the context of *State Records Act 2000* and other applicable State Records Commission standards and policies, employees are responsible for ensuring that they (and any employees for whom they are responsible) create, capture, maintain and dispose of records in accordance with the legislation.
3. A Code of Conduct outlines the standard of behaviour expected of all Employees of the Governor's Establishment. Employees have a principal responsibility to provide effective apolitical support and assistance, and a relevant and timely service to the Governor's Establishment, the Governor and spouse, staff, and members of the public.

## 9. CERTIFICATION

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

**OFFICIAL SECRETARY** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature

2. As position holder, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

**POSITION HOLDER** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature