



## Job Description Form

# Executive Assistant

### Position Details

**Position Number:** 011157  
**Classification:** Level 3  
**Award / Agreement:** PSA 1992 / PSGOCSAGA 2017  
**Organisational Unit:** Service Delivery Regional and Remote Communities  
**Location:** Kalgoorlie  
**Classification Evaluation Date:**  
**JDF Review Date:**

### Reporting Relationships

**This position reports to:**  
011075 Regional Executive Director, PSAC1

**Positions Under Direct Supervision:**  
This position has no subordinates.



## 011157, Executive Assistant, Level 3

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### About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department's functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

### Role Statement

This position is responsible for providing high level executive, administrative and research support service to the Regional Executive Director, Goldfields.



## 011157, Executive Assistant, Level 3

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### Duties and Responsibilities

#### 1.0 Executive Support

- 1.1 Provides a comprehensive executive support service to the Regional Executive Director including arranging meetings and appointments, preparing and coordinating agendas and presentations, preparing minutes of meetings and coordinating meeting papers.
- 1.2 Receives and monitors telephone calls for the Regional Executive Director and Leadership Team, and addresses issues arising from these enquiries or by referring matters to the appropriate personnel.
- 1.3 Prepares and amends confidential reports and outgoing correspondence to required standards on behalf of the Senior Executive Team.
- 1.4 Coordinates all correspondence for the Senior Executive Team, including maintaining confidential files, prioritising, tracking and recording correspondence and executive briefings.
- 1.5 Monitors and follows up outstanding actions on behalf of the Senior Executive Team, including Ministerial enquiries, parliamentary questions and ministerial correspondence and briefing notes.
- 1.6 Arranges and coordinates all travel and accommodation requirements for the Regional Executive Director and Executive Team.

#### 2.0 Administrative Assistance

- 2.1 Provides a quality customer service to all customers, internal and external that is:
  - Accurate, efficient and professionally helpful;
  - Referral focused, where necessary, with appropriate communication to all parties;
  - Consistent with legislative and procedural requirements; and
  - Team work focused.
- 2.2 Undertakes administrative work associated with records, data entry, bulk mail outs, invoicing and payment of accounts, photocopying and printing.
- 2.3 Liaises on behalf of the Executive Team with a range of internal and external stakeholders including members of the executive, internal corporate services staff, senior representatives within the public sector and members of the public.
- 2.4 Manages and coordinates stakeholder forums and directorate events including venue and catering management, printing and distribution of papers.



### 011157, Executive Assistant, Level 3

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#### **3.0 Other**

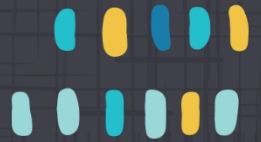
- 3.1 Sources and compiles information and prepares working papers for the Senior Executive.
- 3.2 Investigates, researches and responds to issues referred to the attention of the Senior Executive.
- 3.3 Undertakes special projects and prepares associated documentation and reports as directed.
- 3.4 Other duties as directed.

### **Essential Work-Related Requirements (Selection Criteria)**

- 1. Experience in providing comprehensive executive support to senior staff.
- 2. High level interpersonal and written skills including preparation of ministerial and correspondence.
- 3. Demonstrated ability to effectively action and prioritise work to ensure all tasks are completed within set timeframes with minimal supervision.
- 4. Competency in the use of computers and related technology including the ability to use Microsoft applications, organisational databases, send information via email and keep accurate records.
- 5. Effective interpersonal and written communication skills including the ability to provide a professional customer service.

### **Desirable Work-Related Requirements (Selection Criteria)**

- 1. Possession of a relevant qualification.



### 011157, Executive Assistant, Level 3

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## Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. The occupant of this position must have the ability to travel to and work in various Department Offices in the Goldfields in response to organisational requirements.

## Delegate Certification

## HR Registration

10 April 2019