



Executive Assistant

Office of the Director General

Position number	00041062
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Manager, Office of the Director General (Level 8)
Direct reports	Nil

Context

The Office of the Director General:

- provides strategic advice on procedural and transactional matters and ensures the
- effective operation of the administrative infrastructure that supports the Director General's transactional responsibilities, is responsible for ensuring executive processes and responses are efficient and effective,
- is a conduit between the Office of the Minister for Education and Training and the Department.

Visit sca.wa.edu.au to find out more information about the School Curriculum and Standards Authority.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide high-level confidential executive and administrative support to the Director General.
- Coordinate the operation of the Office, including developing and implementing administrative processes and procedures and diary management.
- Direct incoming correspondence, reports and enquires as required, and prepare confidential communications, correspondences, Board papers, briefing notes, Cabinet papers and submissions.
- Coordinate meetings and functions for the Director General, including preparing itineraries, overseeing the collation of papers and documentation for presentation, communicating with stakeholders and booking venues and equipment.
- Liaise with key stakeholders including:
 - senior management with the Department and across the sector within the State and nationally
 - the Minister's office and Members of Parliament
 - members of the public.

- Identify problems with administrative systems, suggest improvements and contribute to improved administrative procedures and processes within the Office.
- Maintain confidentiality of all matters and issues within the Office.
- Maintain corporate records in accordance with the *State Records Act 2000* and the Department's record keeping policy.

Selection criteria

1. Demonstrated extensive experience in providing high-level executive and administrative support to senior management, including the ability to deal with sensitive, confidential and political information with tact and discretion.
2. Demonstrated well developed written and verbal communication and interpersonal skills with the ability to liaise effectively with individuals at all levels.
3. Demonstrated skills and experience in identifying and implementing procedures that assist senior management in achieving desired outcomes.
4. Demonstrated well developed planning, research and organisational skills, with the ability to work under pressure in a demanding environment.
5. Demonstrated ability to show initiative and work collaboratively a team environment.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 22 December 2020
Reference D20/0667980