



Job Description Form (JDF)

Position details

Position title:	Executive Officer
Position number:	70210171
Classification:	Level 4
Physical location:	Bunbury
Award:	PSA 1992
Agreement:	PSCSAA 2019
Directorate:	Regional Programs and Policy
Branch:	South West Development Office

Reporting relationships

Reports to: Director Regional Development (70190983), Level 8

This position

Direct reports: Nil

DPIRD provides Regional Development Commissions (Commissions) with access to the staff and resources to support the Chief Executive Officer's (CEO's) in the fulfilment of their statutory functions and obligations under the Regional Development Commissions Act 1993. DPIRD works in partnership with the nine Commissions to promote regional aspirations, inform government policy and planning and to deliver regional development initiatives and investment into the regions. This position undertakes regional operations in support, and under the day-to-day direction, of the South West Development Commission's CEO.

Role summary

Provides an efficient administrative, secretarial, office management and executive support service to the CEO.

Provides assistance with research, policy and project work to support the work of the Commission.

About the Department

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Department values

The Department's values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long-term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly

We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Executive Support

- Provides a range of proactive, flexible and responsive executive support and administrative services to the Chief Executive Officer, Board and senior staff as needed, including preparing and collating correspondence, creating and maintaining a records management system, coordinating and managing diary appointments, screening telephone calls, redirecting queries and collating files for action.
- Provides support to the CEO and Board in relation to financial management matters including credit card processing, invoices, raising purchase orders and budget updates.
- Coordinates the arrangement of meetings, functions and activities on behalf of the CEO including organising venues and hospitality arrangements.

- Undertakes Executive Officer role to the Board including convening meetings, preparation of agendas, recording of minutes, prepares and distributes minutes, monitors the implementation of Board resolutions and actions, undertakes the nominations process and prepares Board induction documentation.
- Arranges and maintains a diary of appointments and meetings for the CEO and Chairperson of the Board.
- Arranges travel, itineraries and associated accommodation for the Chief Executive Officer and Board Chairman and other Board members as required. Coordinates and assists with preparation of travel reports and reconciliation on conclusion of travel.
- Monitors and drafts responses to issues referred to the CEO's attention, tracks actionable correspondence, liaising with relevant parties on outstanding action items arising from correspondence, email, and meetings and coordinates next steps.
- Contributes to the development of administrative systems and processes that meet departmental requirements, to ensure effective administration and service delivery of the office. Actively contributes to the implementation, maintenance and improvement of such systems and processes ensuring effective and efficient service delivery of the Commission.
- Contributes to ensuring the relevance and application of the Commission's internal policies and procedures, through participation in research to inform the review of such policies and procedures and by monitoring implementation and application and making suggestions for reviews.
- Contributes to providing a fair, safe, enjoyable and innovative workplace and ensures human resource management and risk management principals are practiced in accordance with the DPIRD policies and guidelines.

Project Support

- Provides advice and support with key project activities including researching, analysing and collating information, coordinating submissions, reports, and briefings as requested by the CEO and/or Board.
- Monitors and manages the preparation and control of the flow of draft responses for Ministerial correspondence, submissions, Parliamentary questions, government business and briefing notes for the Commission.
- Contributes to the preparation of Ministerial correspondence as directed by the CEO and/or Board.

Stakeholder Engagement

- Builds and maintains relationships with key public and private stakeholders including the Minister's Office, the Board, the public and other relevant partners and stakeholders.
- Liaises with external organisations and other agencies and relevant Board members on matters relating to the Commission.
- Liaises directly with internal stakeholders to monitor and facilitate the provision of accurate, timely and relevant information for the CEO and Board.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience in providing administrative and secretarial support at a senior executive level, including the ability to prepare high quality written reports and briefing papers with attention to detail.

Core capability

2. *Build effective relationships:* Well-developed workplace communication skills including written, verbal, interpersonal, negotiation skills and the ability to develop and maintain productive working relationships.
3. *Challenge for innovation:* Ability to develop practical and innovative solutions to problems.
4. *Think strategically:* Well-developed conceptual, analytical and problem-solving skills; demonstrated ability to apply initiative to analyse and evaluate issues and make appropriate recommendations
5. *Delivery in a changing environment:* Well-developed organisational skills with ability to manage competing priorities and providing consistently high levels of support, with proven ability to work under pressure with minimal supervision.
6. *Lead and empower others:* Ability to work effectively within a team environment and contribute to the achievement of team goals.

Desirable Criteria

1. Knowledge of and experience working in a regional office.

Special requirements/equipment

- A current and valid Western Australian C (car) class driver's licence or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- Occasional travel to and from metropolitan and regional offices may be required.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Endorsed by:	Niegel Grazia
Position title: Development	Deputy Director General, Industry and Economic
Endorsement Date:	19 September 2019