

Executive Support Officer

Professional Standards and Conduct

Position number	00040812
Agreement	Public Sector CSA Agreement 2019 or as replaced.
Classification	Level 3
Reports to	Executive Director, Professional Standards and Conduct (Class 2)
Direct reports	Nil

Context

The Professional Standards and Conduct Division includes the Standards and Integrity Directorate, the Internal Audit and Assurance Directorate, Legal Services Branch, the Policy and Program Governance Branch and the Screening Unit. The Division provides strategic leadership to enable the development, implementation and effective management of policies and strategies that fulfill statutory obligations and ensures that the highest standards of professionalism and integrity are demonstrated by all staff in the Department. The Division provides strategic advice to Corporate Executive on risk profiling and management, corruption prevention, internal control, complaints investigation and management as well as child protection strategies and criminal history screening processes

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Key responsibilities

- Provide administrative support to the Executive Director and to Division staff as needed, including preparation and coordination of correspondence and briefing notes, travel and accommodation requirements, scheduling of appointments and management of enquiries and requests in relation to Working with Children payment reimbursements.
- Liaise with senior staff within the Department, other agencies, the Minister's Office and members of the public on a diverse range of issues related to the Division's portfolio.
- Manage confidential and sensitive enquiries which require appropriate referral and timely responses.
- Administer and monitor the Division's budget which may include the preparation of budgeting and financial reports for cost centres, payment of accounts, reimbursement of Working with Children payments, organisation of corporate card statements and payment vouchers, arrangement of quotations, and monitoring of travel expenditure.
- Provide advice and support in the coordination of human resource activities and operations.

- Manage job vacancies, including the coordination of deployment, recruitment, selection and appointment processes.
- Coordinate and monitor the operation of human resource management systems, including payroll processing and validation, mandatory reporting requirements and reconciliation of staffing allocations and budgets.
- Conduct research and investigations, including media review, to support the effective management of a wide range of Divisional issues.
- Organise meetings and conferences and provide executive support to the Executive Director, where required.
- Undertake special projects to assist with the progress of priority issues and projects within the Division.

Selection criteria

1. Demonstrated knowledge of and considerable experience in the delivery of administration support services, including the ability to provide executive support to senior managers.
2. Demonstrated skills in human resource management activities and understanding of human resource policies, procedures and legislation.
3. Demonstrated sound financial management skills with the ability to administer and report on financial systems and budgets, monitor expenditure, acquit credit card purchases, raise purchase orders and process payment vouchers.
4. Demonstrated sound written communication skills with the ability to prepare correspondence, minutes and briefing notes.
5. Demonstrated sound research, conceptual, analytical and problem solving skills with the ability to use initiative to identify priorities and meet conflicting timelines.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment and yearly thereafter
- complete a declaration prior to employment and annually thereafter disclosing any previous disciplinary findings, criminal charges or convictions, and ongoing conflicts of interest
- 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 14 October 2020
Reference D20/0517482