



## Executive Support Officer

Ashdale Secondary College

<b>Position number</b>	00042710
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

Information about Ashdale Secondary College is available on [Schools Online](#).

Further information about the Department of Education is available at [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

#### Executive Support

- Support the coordination of the daily operations of the College Executive office, providing an administrative function to the Principal and the Executive team, including:
  - Preparation and coordination of correspondence, briefing notes, and parliamentary questions.
  - Monitor the Principal and Executive team's electronic calendar and schedule appointments.
  - Manage incoming and outgoing enquiries.
- Liaise with Leadership Team, senior staff within the Department, other Schools, other Government Agencies, the Minister's Office and members of the public on a diverse range of issues related to the College.
- Establish and maintain effective communication networks with internal and external stakeholders.
- Provide executive support to the College Board, including providing administrative assistance to the Principal in the recruitment of members, organising of training, updating of the Council and Boards (CAB) register and review of the Terms of Reference.
- Maintain a confidential electronic filing system for the College Executive as instructed by the Principal.
- Conduct research and assessment of issues for the College Executive team, under the direction of the Principal.
- Assist with special projects as business needs arise.

- Provide support in the management and monitoring of sensitive matters handled by the College Executive which may include; complaints, incidents and mandatory reporting matters such as child abuse and referrals to Standards and Integrity.
- Develop and maintain processes and procedures to ensure confidentiality of sensitive matters and personal information is maintained.
- Support and assist the Principal as required with management of critical incidents.
- Assist the College Executive Team in administrative, financial, marketing, corporate sponsorship and physical resources aspects of the College's operations.

### **School Calendar and Event Coordination**

- Consult with the College Executive team to establish and maintain the electronic College calendar.
- Contribute to the development and implementation of College events, including graduation, parents' evenings and functions.
- Assist the College Executive team with undertaking event related activities such as:
  - Research and bookings for event details such as catering, venues, speakers.
  - Developing college promotional events, business and marketing plans.
  - Planning of events including consultation with stakeholders and communicating updates.
  - Act as the main liaison for senior staff within the Department, other agencies, the Minister's Office and other Parliamentary offices, and members of the public.
  - Ensuring safety, access and insurance requirements are met relating to events.
  - Coordination of events and point of contact for issues on the day of events.
  - Developing a range of communications, publications and materials to support marketing activities and events.
- Coordinate promotional events and marketing activities and manage associated budgets.
- Maintain and update the College's website and ensure published content is current, relevant and associated links active.

### **Selection criteria**

1. Demonstrated sound administration and organisational skills with considerable experience in the delivery of administration support services, including the ability to provide executive support to College Executives.
2. Demonstrated experience in coordinating events and marketing activities and associated financial management and budgeting requirements.
3. Demonstrated sound written, oral communication and interpersonal skills, including the ability to liaise effectively with senior positions, internal and external clients on a wide range of issues.
4. Demonstrated sound research, conceptual, analytical and problem solving skills with the ability to use initiative to identify priorities and meet conflicting timelines.
5. Demonstrated relevant experience in the use of personal computer software applications, including MS Word, Outlook and Excel, with the ability to produce reports from computerised applications.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 10 August 2022  
Reference D22/627120