



Business Support Officer - Level 3 (MIS22222)

Group:	Energy Policy	Location:	66 St Georges Terrace
Division/Directorate:	Office of the Coordinator of Energy	Supervises:	0
Branch:	Office of the Coordinator of Energy	Reports to:	Ministerial Liaison Coordinator
Section:	NA		

Operational Context

The Office of the Coordinator of Energy oversees provision of innovative and quality advice and initiatives that shape the energy sector for the benefit of Western Australians now and into the future. The Directorate does this by supporting the Coordinator to deliver their functions and statutory responsibilities, as well as providing day to day oversight of the Energy Policy Group's policy development and reform work program.

Role Overview

This position provides direct high level executive and administrative support to senior leaders and managers. It also provides general administrative and business support to other staff and undertakes research and project activities.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Undertakes a wide range of executive, administrative and project support activities to support the Group's business activities.
- Prepares, edits and reviews memos, letters, ministerials, submissions, briefings, minutes and other documentation for senior management.
- Assists with the organisation and coordination of meetings, functions and events.
- Undertakes document, correspondence and records management activities.
- Maintains effective and collaborative working relationships with internal and external stakeholders, including senior staff and colleagues.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.

Role specific requirements

(The following outlines what experience and qualifications are required to fulfil this role)

- Demonstrated experience in an executive / administrative support role.
- Demonstrated working knowledge of Microsoft Office applications, keyboard skills and experience in data entry and retrieval.
- Demonstrated interpersonal and verbal and written communication skills.
- Demonstrated experience in working effectively in a team with the ability to work unsupervised.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Meets objectives, follows up to ensure work is finalised.
- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Reschedules and reorganises work to reflect changes in priorities.

This position reports to:

Ministerial Liaison Coordinator
Position No: MIS22115 Classification: L5

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

(The following outlines pre-employment assessments and ongoing conditions and requirements)

- National Police Check

Approved Date
26-OCT-2022