



Executive Assistant Statewide Services

Position number	00017219
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 3
Reports to	Executive Director, Statewide Services (EXD)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

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

Key responsibilities

- Provide high-level support to the Executive Director in relation to the operations of the Division, including scheduling of appointments and management of enquiries and requests.
- Coordinate the completion of correspondence, Ministerial responses, Parliamentary questions, briefing notes and documents for Corporate Executive.
- Maintain various data sets for research and reporting purposes, including administering systems for tracking Ministerial correspondence.
- 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 Executive Director's portfolio.
- Coordinate travel and accommodation requirements.
- Administer and monitor the Executive Director's contingency budget, including the payment of accounts, organisation of corporate card statements and payment vouchers, arrangement of quotations, and the monitoring of travel expenditure.

- Administer systems to manage the Division's staffing and accurately report to the Executive Director.
- Conduct minor research and investigations, which includes background research on the history of Divisional issues, library research, and the review of relevant professional journals, newspapers and media statements for issues of interest and importance.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated considerable knowledge and experience in the delivery of high-level administration support services, including the ability to provide executive support to senior managers.
2. Demonstrated sound oral and interpersonal skills, including the ability to liaise effectively with senior managers and internal and external clients on a wide range of issues.
3. Demonstrated sound written communication skills with the ability to prepare correspondence, minutes, responses to Ministerial requests and briefing notes.
4. Demonstrated sound financial management skills with the ability to interpret, report and apply financial practices and procedures.
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
- 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 25 January 2022
Reference D22/0039686