

Executive Assistant

Infrastructure

Position number	00011929
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Executive Director, Infrastructure (Class 2)
Direct reports	Nil

Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communications technology (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

The Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment), which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

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

Key responsibilities

Specialist Services

- Provide administrative support to the Executive Director, Infrastructure which may include:
 - preparing and coordinating correspondence and briefing notes

- travel and accommodation requirements
- scheduling of appointments
- managing enquiries and requests
- coordinating responses to Ministerial responses and parliamentary questions between the Division and the Ministerial Services Unit.
- Manage the office and administrative systems to ensure Divisional issues are efficiently and effectively met.
- Gather background information on issues, assess priority, refer matters and follow up with the Executive Director or other staff members on behalf of the Executive Director.
- Provide financial support to the Executive Director which may include:
 - payment of accounts
 - organisation of corporate card statements and payment vouchers
 - arrangement of quotations
 - monitoring of travel expenditure.
- Conduct research and investigations which may include library research and the review of professional journals, newspapers and media statements for issues of interest and importance.

Divisional Support

- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Division.
- Participate on Division committees and working parties, as required.

Customer and Stakeholder Liaison

- Liaise with a wide range of people, including Divisional staff, the Ministerial Services Unit, senior staff of other agencies, parents and members of the public, on a diverse range of issues.
- Receive confidential and sensitive enquiries which require appropriate referral and timely responses.
- Establish and maintain collaborative working relationships and effective communication networks and links with internal and external stakeholders to ensure access to diverse specialist knowledge.
- Maintain a focus on customer service delivery and continuous improvement of services.

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 communication and interpersonal skills, including the ability to liaise effectively with senior managers on a wide range of issues.
3. Demonstrated sound financial management skills with the ability to administer and report on financial systems and budgets.
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
- 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 May 2021
Reference D21/0226430