



Executive Assistant

Office of the Director General

Position number	00041848
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Manager, Office of the Director General (Level 8)
Direct reports	Nil

Context

The Office of the Director General:

- provides strategic advice on procedural and transactional matters and ensures the effective operation of the administrative infrastructure that supports the Director General's transactional responsibilities,
- is responsible for ensuring executive processes and responses are efficient and effective,
- is a conduit between the Office of the Minister for Education and Training and the Department.

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

Key responsibilities

Specialist Services

- Provide administrative support to the Office of the Director General and to Executive Directors as required, in the absence of their Executive Assistants, which may include:
 - preparing and coordinating correspondence and briefing notes, including Ministerial responses and parliamentary questions
 - arranging hospitality, travel and accommodation
 - providing reception duties, including meeting and greeting visitors
 - maintaining stationery supplies
 - scheduling of appointments
 - managing enquiries and requests.
- Manage the office and administrative systems to ensure issues are efficiently and effectively met.
- Gather background information on issues, assess priority, refer matters and follow up with staff members.
- Provide financial support 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.
- Contribute to change management projects.
- Liaise with senior staff within the Department, other agencies, the Ministerial Services Unit, and members of the public on a diverse range of issues related to the Office of the Director General and Executive Directors.
- 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 6 October 2021
Reference D21/0558974