

**1 Position Identification**

<b>POSITION TITLE</b>	Executive Assistant
<b>CLASSIFICATION</b>	Level 3
<b>POSITION NUMBER</b>	TWA17987
<b>DIVISION</b>	Events
<b>BRANCH</b>	Events
<b>NO. OF DIRECT REPORTS</b>	Nil
<b>REPORTS TO</b>	Executive Director Events, TWA18032, Class 1

**2 Corporate Context**

The Department of Jobs, Tourism, Science and Innovation is Western Australia’s lead agency for economic development, international trade and investment, tourism and innovation. For further information please visit our website at [www.jtsi.wa.gov.au](http://www.jtsi.wa.gov.au).

**Organisational Context**

Tourism WA is a State Government statutory authority and part of the broader economic development portfolio of Jobs, Tourism, Science and Innovation.

Tourism WA is responsible for promoting Western Australia as a holiday destination. Its focus is on marketing the State; developing, attracting and promoting major sporting, cultural and business events; and supporting the development of significant tourism infrastructure and projects.

**Operational Context**

The Events Division develops, sponsors and promotes a diverse calendar of sporting, cultural, arts and culinary events that showcase WA as a great place to live, work and visit. The division actively bids for major international events to attract significant number of overseas and interstate visitors to drive positive economic outcomes for WA and promote the State to domestic and global audiences.

**3 Purpose of Position**

Provide proactive administrative support to the Executive Director, Events and the Events team.

**4 Job Responsibilities**

**4.1 Administrative Support**

- Provide administrative support to the Executive Director Events including – including but not limited to – managing the Executive Director’s calendar, collate various reports, manage incoming telephone enquiries and direct to appropriate area.
- Co-ordinate meetings, including preparation of agendas and taking of minutes, room bookings, notification of meetings and attendance.

- Provide information management support to the Executive Director Events including the management of incoming and outgoing communications such as calls, emails and executive correspondence.
- Coordinate, distribute and track the Division’s input and delivery of Ministerial and Executive Correspondence.
- Provide administrative support to the managers within the division.
- Co-ordinate travel arrangements for Executive Director Events and Managers within the division as required.
- Collate reports for and on behalf of the Executive Director and Managers.
- Act as an Executive Officer to various committees as required.
- Assist with the preparation of Ministerial and Parliamentary Questions.
- Undertakes other duties as required.

4.2 Event Administration

- Provide assistance to the Events team in implementing Event activities.
- Coordinate and maintain relevant event databases.
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**5 Job Requirements**

5.1 Demonstrated administrative experience and organisational skills with the ability to coordinate and manage numerous projects with competing priorities effectively.

5.2 Ability to interact and liaise confidently and effectively with people at all levels of Government and industry.

**6 Capabilities**

6.1 Shapes and Manages Strategy

- Uses appropriate techniques to accurately access, research, analyse and report on information; or date; or to resolve problems.

6.2 Achieves Results

- Sets and meets own and/or group priorities within agreed timeframes and with limited supervision.

6.3 Builds Productive Relationships

- Establishes and maintains relationships with internal staff and other key individuals.

6.4 Exemplifies Personal Integrity and Self Awareness

- Shows commitment to achievement of work goals.

6.5 Communicates and Influences Effectively

- Communicates clearly and effectively including within a small team environment.

**7 Appointment Details**

<b>LOCATION</b>	Perth CBD
<b>INDUSTRIAL AGREEMENT AWARD</b>	Public Sector CSA Agreement 2022 Public Service Award 1992
<b>SPECIAL CONDITIONS</b>	Nil
<b>ALLOWANCES</b>	Nil

<b>ACCOMMODATION</b>	Not applicable
<b>SPECIALISED EQUIPMENT OPERATED</b>	Not applicable (Note: Unless otherwise stated in the Job Description Form, all positions within Tourism Western Australia require the occupant to be able to use a personal computer and have a working knowledge of Microsoft Office software: Word, Excel, PowerPoint and Outlook).
<b>EFFECTIVE DATE</b>	2 June 2023

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