

# Job Description Form



## Senior Executive Assistant - Level 4 (DPC16039)

13 November 2023

**Division/Directorate**

State Services

**Branch/Section****Reports to**

Assistant Director General

**Supervises**

Nil

**Operational Context:**

The State Services Division is responsible for providing Corporate Services to the Department and its client agencies as well as delivery of State services to the Premier, Ministers and Members of Parliament and the Department. The Division supports a focussed and cohesive approach across three areas of Corporate Services, People and Governance Services and Executive Government Services to deliver on the agency's vision, purpose and values.

**Role Overview:**

The Senior Executive Assistant provides secretarial, executive, and administrative support to the ADG. This position provides a liaison and co-ordination service on behalf of the ADG for Corporate Executive staff and senior management, Ministers, Ministerial staff, and Members of Parliament as well as senior staff of other public and private sector organisations.

**Role Responsibilities:****Secretarial Support**

- Provides executive secretarial and project support to the ADG and monitors progress of confidential and routine information sought by the Deputy Directors General and the Director General.
- Manages diary, travel arrangements and organises meetings, prepares agendas and records and follows up action items for the ADG and the ADG's direct reports.
- Provides policy advice as required on administrative procedures and processes within the State Services Division and matters relating to Cabinet procedures, agenda, and submissions.
- Liaises with the Prime Minister's Office, Premier's and Senior Ministerial Offices, Members of Parliament, senior Government and private sector representatives on sensitive and confidential matters as required.

**Correspondence Management**

- Undertakes a quality assurance role for all correspondence prepared for the Hon Premier, the Director General and the ADG.
- Receives complex and sensitive calls and correspondence from the public, evaluates and monitors actions and responses referred to the ADG.
- Scans, retrieves, and actions urgent emails received by the ADG.
- Prepares briefing notes, sorts, and collates incoming reports and documents for the ADG as required.
- Assesses and reports on briefing notes prepared for the Deputy Directors General and the Director General.

**Research**

- Undertakes secretarial arrangements and research for Parliamentary Questions, Freedom of Information and Hansard transcripts as directed by the ADG.
- Research and prepares presentation material including speech notes, takes notes at meetings, and follows up action items with policy officers as required by the ADG.
- Research in organising meeting venues, including negotiation for costs and catering arrangements, and liaising with senior officials of States and Territories for the ADG.

## Other

- Coordinate and on board new employees for the ADG.
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## Corporate 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's 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 provisions of the *Work Health and Safety Act 2020*.
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## Role Specific Requirements and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

### Shapes and Manages Strategy

- Draws on information from a range of sources, uses common sense to analyse what information is important.
- Anticipates issues that could impact on tasks, identifies risks and uncertainties in procedures and tasks.

### Achieves Results

- Monitors progress against performance expectations to ensure deadlines are met, communications outcomes to supervisor.

### Builds Productive Relationships

- Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.

### Exemplifies Personal Integrity and Self Awareness

- Provides accurate information, checks, and confirms accuracy prior to release.

### Communicates and Influence Effectively

- Structures messages clearly and succinctly orally and in writing.

### Desirable

- Some understanding of the operations of government, particularly as they relate to the Western Australia system of government.
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## Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
  - Criminal Records Screening Clearance
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## Certification

**ADG Signature:**

**People Services:**

**Date:**

**Date:**