



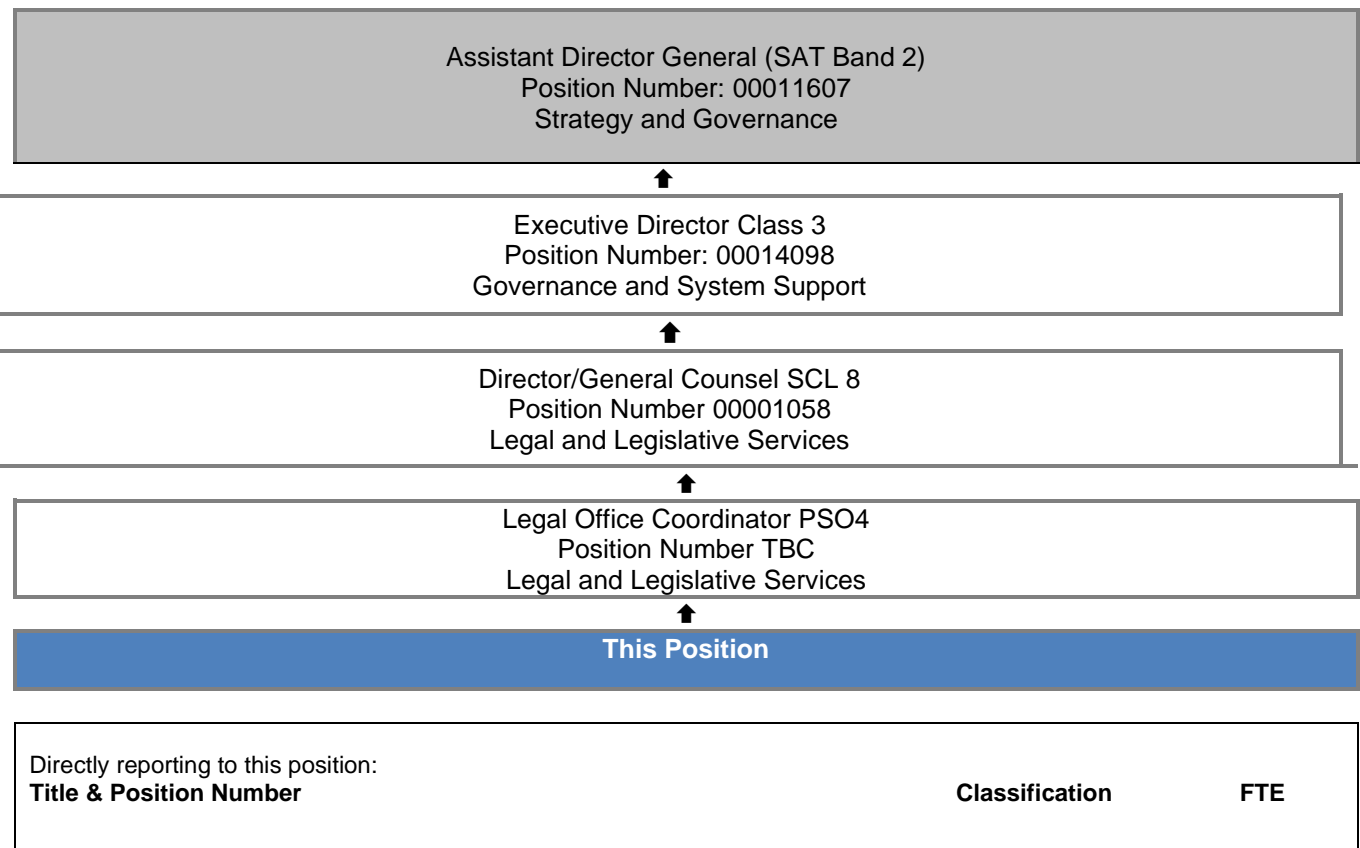
## POSITION DESCRIPTION

<b>Position Number</b>	00011022
<b>Position Title</b>	Executive Assistant
<b>Classification</b>	PSO L3
<b>Division</b>	Strategy and Governance
<b>Directorate</b>	Governance and System Support
<b>Branch</b>	Legal and Legislative Services
<b>Position Status</b>	Permanent
<b>Award</b>	Public Service and Government Officers CSA General Agreement
<b>Site Location</b>	East Perth

## ORGANISATIONAL ENVIRONMENT

<b>Our Vision</b>	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
<b>Our Mission</b>	To lead and steward the WA health system.
<b>Our Values</b>	Respect, Excellence, Integrity, Teamwork, Leadership

## REPORTING RELATIONSHIPS



## ORGANISATIONAL ENVIRONMENT

The Department of Health, led by the Director General, has been established as the System Manager responsible for the overall strategic direction, management and performance of the Western Australian (WA) public health system to ensure the delivery of high-quality, sustainable, safe and timely health services.

The WA public health system employs approximately 43,000 dedicated staff who ensure the health and wellbeing of the State's population throughout the metropolitan, regional and remote areas covering approximately 2.5 million square kilometres.

The foundations that underpin essential services to the community include: robust standards for the delivery of high-quality and safe care, and optimal patient and community experience; sound financial management and clinical performance; supporting our workforce; infrastructure and information and communications technology (ICT) delivery; and supporting and enhancing research and innovation.

## KEY RESPONSIBILITIES

This position provides comprehensive administrative and secretarial support at an executive level to the Director of the Legal and Legislative Services, Senior Solicitors and the Manager Board Assurance and Support.

## BRIEF SUMMARY OF DUTIES

*This section outlines the results and outcomes required of an individual in this position.*

**Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.**

### Role-Specific Responsibilities

Provides direct and responsive administrative support to the Director/General Counsel LLS and other senior staff as required.

Develops and manages the administrative and information filing systems to ensure efficient storage, tracking, retrieval and archiving of confidential information and records using the appropriate databases.

Coordinates the delegation, preparation, review and approval of responses to Parliamentary Questions, Ministerial, general correspondence, briefing notes and reports.

Receives confidential and sensitive enquiries which require appropriate referral and timely responses.

Proofs draft documents submitted for the signature and approval for the Director.

Develops and maintains a register to monitor the progress of matters referred to Legal and Legislative Services.

Arranges meetings and functions, including hospitality arrangements.

Provides executive support for meetings, including scheduling, agenda preparation, minute taking and distribution of relevant paperwork.

Undertakes research on relevant operational projects, policies and reports including liaising with other branches, health services and external agencies in regard to the acquisition and provision of relevant information and data.

Provides support to the development and achievement of the Directorate business plan.

### **Liaison, Representation and Stakeholder Development**

Develops and maintains effective networks and working relationships with internal and external stakeholders.

Liaises with and coordinates requests for information and action from the Director/General Counsel, Executive Director, Assistant Director General, Director General, and Minister for Health, other Units and Divisions.

Supports an environment of customer focus, excellence in service delivery, high performance and accountability across LLS.

Participates in meetings and on appropriate committees as directed.

### **Corporate Responsibilities**

Leads by example and promotes integrity and professionalism and encourages these standards in others through a culture of collaboration, openness, respect and empowerment.

Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.

Undertakes other duties as required.

## WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

### Essential Selection Criteria

#### Business understanding

Understands reasons for decisions and can explain how they are related to their work.  
Follows directions provided by supervisor and informs supervisor of potential issues.  
Research and analysis abilities that demonstrate a high level of initiative and result in evidence-based recommendations.

#### Achieves results

Reschedules, reorganises and reallocates work to reflect changes in priority.  
Applies and develops capabilities to meet performance expectations.  
Maintains accurate processes to ensure administrative support is provided effectively.  
Sees tasks through to completion and supports staff to do the same.

#### Builds productive relationships

Builds and maintains relationships with team members, other teams, colleagues and clients.  
Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed.  
Gives and acts on constructive feedback in a positive manner.

#### Exemplifies personal integrity and self-awareness

Adheres to the Code of Conduct and behaves in an honest, professional and ethical way.  
Provides accurate information, checks and confirms accuracy prior to release.  
Applies self to meet objectives, follows up to ensure work is finalised.

#### Communicates and influences effectively

Structures messages clearly and succinctly orally and in writing.  
Listens and asks questions to ensure understanding.  
Discusses issues thoughtfully and respectfully.

#### Essential Role Specific Requirements

Demonstrated experience in the provision of administrative support at an executive level.  
Well-developed computer skills, including in Microsoft Office suite and Records Management systems.

### Desirable Selection Criteria

Knowledge of the West Australian health system and legislation administered by the Department of Health.

#### Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

**CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<b>Manager/Supervisor</b>	<b>Director/Division Head</b>
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: