**Senior Executive Assistant, Level 4 (DPC21025)**

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| Division/Directorate: | Aboriginal Engagement and Community Policy | Reports to: | Executive Manager |
| Branch/Section: | Aboriginal Engagement and Community Policy | Supervises: | Nil |
| Location: | Perth Metro |  |  |

# Our vision is to lead a connected government that delivers a brighter future for Western Australians.

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

# Our values, *Leadership, Connection and Impact*, underpin the way we work.

The Aboriginal Engagement and Community Policy Division consist of two Directorates. The Aboriginal Engagement Directorate works to build positive relationships between Aboriginal people and the WA Government with the objective to improve the economic prosperity and wellbeing of Aboriginal people and communities. This unit also provides timely and relevant policy advice and embed strategic frameworks that facilitate a whole of government approach in engaging with Aboriginal people and communities.

The Community Policy Directorate provides advice and support to the Premier, Ministers and the Director General on community policy matters, with a particular focus on tackling long term social challenges. The team is responsible for leading and coordinating cross-government social policy development and implementation and engages with State Government agencies, the community sector and other stakeholders to support improved wellbeing and social outcomes for all Western Australians.

# About the Role and Responsibilities

The Senior Executive Assistant is responsible for dealing with a range of high-level complex and confidential issues, often working within tight timeframes. The position will provide a liaison and coordination service on behalf of the Deputy Director Generals for Corporate Executive and senior management, Ministers, Ministerial staff and Members of Parliament, as well as senior staff of other public and private sector organisations. The position may also provide calendar and admin support to Executive Directors in the division. Furthermore, the position will also provide leadership to the Department’s Executive Assistant network, including chairing divisional EA meetings and championing administrative business process improvements.

### Administrative Support

* Provides executive secretarial and project support to the Deputy Director General and Director General and monitors progress of confidential and routine information sought by the Deputy Director General and the Director General. Manages diary, travel arrangements and organises meetings, prepares agendas and records and follows up action items for the Deputy Director General and the Director General.
* Provides policy advice as required on administrative procedures and processes within the 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.
* Research and prepares presentation material including speech notes, takes notes at meetings and follows up action items with policy officers as required by the Deputy Director General and the Director General.
* Arranges meeting venues, including negotiation for costs and catering arrangements, and liaising with senior officials of States and Territories for the Deputy Director General and the Director General.

### Correspondence Management

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

## Corporate Responsibilities

* Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
* 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
* Undertakes other duties as required.

## Work Related Capabilities (Selection Criteria)

**Essential**

* **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.
* **Displays Personal Integrity and Self Awareness**  
  Provides accurate information, checks and confirms accuracy prior to release.
* **Communicates and Influences 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.

For permanent appointments you must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

# Certification

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| Authorising Signature: |  | People Services: |  |
| Date: |  | Date: |  |