



Position Description

Position Title:	Executive Support	Classification Level:	3
Position Number:	8866	Reports to:	Assistant Director ODDG Service and Invest, L8
Directorate:	Service and Invest	Supervises:	0 FTE
Branch/Section:	Office of the Deputy Director General	Location:	Perth Metropolitan Area



Empathy Collaboration Growth Clarity

Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values: **Clarity, Empathy, Collaboration** and **Growth**.

Role Summary

This position provides high level executive and administrative support to the Deputy Director General and senior management within the Department of Finance (Finance) by providing services in relation the management of documents and correspondence, filing systems, meeting and function arrangements, diary and telephone calls, general administrative works, project and research work.

Responsibilities

- Provide high level executive and administrative support to the Deputy Director General and senior management within Finance.
- Manage corporate documents and correspondence on behalf of the Deputy Director General and ensures the efficient storage, tracking, retrieval and archiving of information and records on Departmental information systems.
- Provide secretarial support by preparing, editing, and reviewing memos, letters, ministerial submissions, briefings and reports for the Deputy Director General and other senior management.
- Receive telephone calls, attends to visitors and manages diary appointments for the Deputy Director General.
- Arrange meetings and functions, including documentation, catering, equipment and travel arrangements.



OFFICIAL

- Undertake office management tasks for the Business Unit including maintaining timesheets, monitoring budgets, purchasing and payment of accounts and maintaining office stationery supplies.
- Liaise with internal staff and external staff in the public and private sector on behalf of the Deputy Director General.
- Assist with the implementation of new administrative systems and processes in the Business unit.
- Undertake research when required, including the collection of data and analysis of results for meetings, submissions, presentations and reports.
- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Developed analytical and problem-solving skills with the ability to demonstrate how your own work contributes to the achievement of organisational goals.
- Demonstrated expertise providing administrative support to senior management / executive.
- Sound communication, interpersonal skills and the ability to deliver a customer-centric service.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.



Pre-employment requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: Emily Butcher, Senior HR Consultant, October 2024

Classification Evaluation Date: October 2019

