



Executive Assistant

Schooling Operations and Initiatives

Position number	00044953
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Executive Director, Schooling Operations and Initiatives (EXDRED)
Direct reports	Nil

Context

The Schools Group develops overall strategic directions for promoting and developing Government schools. The Group is responsible for:

- providing educational leadership to regions and schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to achieve outcomes
- setting directions for the delivery of services to schools.

Schooling Operations and Initiatives is responsible for planning for and leading cross-agency collaboration in the prevention, response and recovery of major incidents that comprise educational provision in Western Australian schools or has the potential for catastrophic or extreme risk to our staff, students or corporate reputation.

The Participation and Operational Priorities team strengthen the systems and processes supporting Participation, Engagement and Transitions teams and respond to recommendations from external agencies.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide high-level support to the Executive Director, including scheduling of appointments and management of enquiries and requests.
- Coordinate the completion of correspondence, Ministerial responses, Parliamentary Questions, briefing notes and documents for Corporate Executive.
- Maintain various data sets for project and reporting purposes, including administering systems for tracking correspondence and reports to governance committees.
- Liaise with senior staff within the Department, other agencies, the Minister's Office and members of the public on a diverse range of issues related to the Executive Director's portfolio.

- Provide administration and logistics support for projects and events, including planning, tracking and records management.
- Coordinate travel and accommodation requirements.
- Administer and monitor the Executive Director's contingency budget, including the payment of accounts, organisation of corporate card statements and payment vouchers, arrangement of quotations, and the monitoring of travel expenditure.
- Administer systems to manage the Unit's staffing and accurately report to the Executive Director.

Selection criteria

1. Demonstrated considerable knowledge and experience in the delivery of high-level administration support services, including the ability to provide executive support to senior managers.
2. Demonstrated sound oral and interpersonal skills, including the ability to liaise effectively with senior managers and internal and external clients on a wide range of issues.
3. Demonstrated sound written communication skills with the ability to prepare correspondence, minutes, responses to Ministerial requests and briefing notes.
4. Demonstrated sound financial management skills with the ability to interpret, report and apply financial practices and procedures.
5. Demonstrated sound research, conceptual, analytical and problem solving skills with the ability to use initiative to identify priorities and meet conflicting timelines.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 23 July 2024
Reference D24/0537451