



## Executive Assistant Schools

<b>Position number</b>	00019890
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 4
<b>Reports to</b>	Deputy Director General, Schools (Special Division Band 2)
<b>Direct reports</b>	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.

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### Key responsibilities

- Provide high-level executive support to the Deputy Director General, Schools in relation to the operation of the Office, including developing and implementing administrative processes and procedures, diary management and coordination of tasks.
- Receive confidential and sensitive enquiries which require appropriate referral and timely responses.
- Undertake administrative projects which contribute to effective processes and procedures within the education system and monitor, coordinate and report on other projects being undertaken within the education system.
- Coordinate the completion of Ministerials, briefings, correspondence and memos on behalf of the Deputy Director General, Schools and proof reads and examines document content for accuracy.
- Undertake research and investigations which includes background research on school issues, reviews relevant professional journals, newspapers and media statements for issues of interest and importance.
- Undertake the role of Executive Officer to a number of committees including scheduling meetings, establishing procedures, preparing agendas, providing papers to members, preparing and distributing minutes and completing follow up actions as required.

- Liaise with a wide range of stakeholders, including senior management within the Department, the Minister's Office, Members of Parliament, senior management within other agencies, parents and members of the public.
- Coordinate and arrange itineraries, travel and accommodation requirements, purchasing, credit card reconciliation, process accounts and maintain expenditure records.

### **Selection criteria**

1. Demonstrated well developed knowledge and experience in the delivery of high-level administrative support services at a senior level.
2. Demonstrated well developed oral and interpersonal communication skills with the ability to communicate effectively and professionally with people at all levels, maintain confidentiality and use discretion in relaying information.
3. Demonstrated well developed written communication skills, including experience in preparing reports, Ministerials, minutes and correspondence.
4. Demonstrated well developed research and organisational skills and proven ability to use initiative and make decisions and judgements in an environment with competing priorities.
5. Demonstrated well developed financial management skills with the ability to interpret, report and apply financial practices and procedures.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three 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 six months of appointment.

### **Certification**

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

### **ENDORSED**

Date            9 June 2020  
Reference    D20/0205369