



## Executive Assistant

### Strategy and Policy

<b>Position number</b>	00024071
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 3
<b>Reports to</b>	Executive Director, Strategy and Policy (EXDRED)
<b>Direct reports</b>	Nil

#### Context

The Strategy and Policy Division:

- develops system wide policies and systemic reform initiatives;
- leads the Department's program of school accountability and school review;
- delivers evidence based analysis of student, school and system performance;
- provides Ministerial services;
- plans the future delivery of public schooling;
- oversees intergovernmental commitments and initiatives, and monitors developments in educational reform internationally and nationally and in response, leads macro policy reforms; and
- oversees the regulation functions of the non-government schools' framework.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Provide high-level support to the Executive Director in relation to the operations of the Division, 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 research and reporting purposes, including administering systems for tracking Ministerial correspondence.
- Coordinate travel and accommodation requirements.
- Liaise with senior staff within the Department, other agencies, the Minister's Office, parents and members of the public on a diverse range of issues related to the Executive Director's portfolio.
- Receive confidential and sensitive enquiries, which require appropriate referral and timely responses.

- 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 Division's staffing and accurately report to the Executive Director.
- Conduct research and investigations, which includes background research on the history of Divisional issues, library research and the review of relevant professional journals, newspapers and media statements for issues of interest and importance.

### **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:

- 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            14 May 2021  
Reference    D21/0239485