

Job Description Form (JDF)

Position details

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| Position title: | Executive Officer |
| Position number: | 70230277 |
| Classification: | Level 4 |
| Physical location: | Perth Metropolitan Area |
| Award: | PSA 1992 |
| Agreement: | PSCSAA 2024 |
| Pillar: | Primary Industries Development |
| Directorate: | Livestock |
| Branch: | Livestock |

Reporting relationships

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|-----------------|---|
| Reports to: | Senior Research Scientist (70230255), Specified Calling Level 3 This position |
| Direct reports: | Nil |

Role summary

Provides an efficient administrative, secretarial and executive support service to the Wildlife Animal Ethics Committee (WAEC). Provides assistance with research, policy and project work to support the Office of the WAEC.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Executive Services

- Provides a proactive, flexible and responsive executive and secretarial support service to the AEC.
- Efficiently and effectively coordinates and manages the AEC email; appropriately screens all matters; brings urgent matters to the attention to the Chair/Director and refers matters to other staff as appropriate.
- Prepares and collates correspondence, prepares agendas and drafts minutes.

- Prepares background papers and relevant correspondence/materials for the AEC to ensure they are informed and prepared.
- Coordinates and organises travel arrangements including itineraries, accommodation and stakeholder meetings on behalf of the AEC.
- Receives and processes invoices on behalf of the AEC for payment, processes credit card acquittals.
- Arranges meetings, functions and activities including coordination of presentations, organising venues and catering arrangements as needed.
- Monitors outstanding action items arising from correspondence, email, and meetings. Ensures timely and appropriate follow-up occurs.
- Provides consistent high-level support to the AEC while maintaining confidentiality and discretion at all times.
- Contributes to and seeks opportunities for enhancements, collaboration and workload sharing within the Executive Support Network across the Department.
- Liaises with and maintains effective networks and relationships with government agencies, the private sector and non-government organisations and other external stakeholders.
- Develops and maintains productive working relationships with key internal stakeholders.

Project Support

- Assists with key project activities including researching, analysing and collating information, coordinating submissions, reports, briefings and Executive requests.
- Provides support to the Ministerial Services team, where required, in the coordination and preparation of ministerial, parliamentary and cabinet requests and government business documents and responses.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience in providing administrative, project and secretarial support at a senior executive level, including the ability to prepare high quality written reports and briefing papers with attention to detail.

Core capabilities

2. *Build effective relationships:* Well-developed communication and interpersonal skills, with the ability to build and maintain effective internal and external stakeholder relationships.
3. *Challenge for innovation:* Ability to develop practical and innovative solutions to problems.

4. *Think strategically:* Well-developed conceptual, analytical and problem solving skills; demonstrated ability to apply initiative to effectively manage non-routine, highly confidential and complex issues.
5. *Delivery in a changing environment:* Well-developed organisational and prioritising skills, with the ability to meet competing deadlines and work under pressure with minimal supervision.
6. *Lead and empower others:* Ability to work effectively within a team environment and contributes to the achievement of team goals.

Desirable criteria

1. Diploma in a relevant discipline or equivalent experience

Special requirements/equipment

- Certificate in a relevant discipline with some experience or a considerable level of relevant experience.
- A current and valid Western Australian C (car) class driver's licence, or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- An acceptable National Police Certificate (police clearance), or equivalent may be required for identified positions (if not currently held, must be acquired prior to commencement at applicant's expense).
- The contract of employment specifies terms and conditions relating to this position.
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency, and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.

Certification

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

Delegated authority

Position title: Deputy Director General Primary Industries Development
Endorsement Date: 23 December 2024