



Executive Assistant

System Response and Transformation

Position number	00043700
Agreement	Public Sector CSA Agreement 2022 (or as replaced)
Classification	Level 3
Reports to	Executive Director, System Response and Transformation
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

The System Response and Transformation Division (SRT) drives high performance and assurance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives. This is achieved by ensuring strategic responses and projects are delivered within expectations; collecting and analysing data and reporting on performance; and overseeing the development of transformation opportunities in line with the Department's strategic intent.

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 in relation to the operations of the Unit, 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.
- 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.
- 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.
- Conduct research and investigations, which includes background research on the history of Unit 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 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
- 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 4 August 2023
Reference D23/ 1410661