

Job Description Form – Executive Assistant

Position number:	16707	Classification:	Level 4
Division:	Capability and Performance	Branch/section:	Finance
Reports to:	14887 – Executive Director Finance	Direct reports:	Nil

Position details

Position purpose

To provide confidential, efficient and effective administrative executive support to the Chief Financial Officer.

Context

The Office of the Deputy Director General — Capability and Performance provides executive and administrative support to the Deputy Director General. The Capability and Performance portfolio includes:

- Corporate Communications
- Corporate Services
- Strategy and Performance Accountability
- Legal Services
- State Records Office
- Finance

Responsibilities

1. Provide confidential, efficient and effective administrative support to the Chief Financial Officer including, but not limited to, finance and procurement, human resource transactions, document management and assisting with the management of physical resources (IT, equipment, etc.).
2. Arrange and coordinate appointments and meetings and maintain the Chief Financial Officer's diary including travel arrangements, teams meeting and office locations.
3. Coordinate and monitor the completion of tasks, correspondence, reports and briefing notes to ensure that quality and timeliness standards are met.
4. Screens telephone calls and visitors and manages incoming email enquiries, preparing draft responses as required.
5. Coordinate, research and prepare draft correspondence and reports on behalf of the Chief Financial Officer and proof reports, documents, etc. prepared by others to ensure quality and consistency.
6. Establish and maintain positive and effective working relationships with the Chief Financial Officer and Directors, internal employees and external stakeholders including senior officials and industry representatives.

7. Support relevant committees, working parties and the Chief Financial Officer through the preparation of agendas, papers and minutes of meetings and follow-up on actions.
8. Participate as part of the team to ensure the development and effective dissemination of the desired work culture of the Department.
9. Provide back-up and support to the Office of the Director General when necessary.
10. Work closely with other Executive Assistants within the Directorate including assisting where required.
11. Assists with coordination and response to operational level Ministerial enquiries and liaison, such as Parliamentary Questions
12. Supporting events management and grants administration as required.
13. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
14. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
15. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Experience in providing best practice high level administrative services and executive support.
2. Competence in commonly used personal computing applications, particularly spreadsheet and word processing applications.
3. High level organisational, research, prioritisation, and planning skills including diary management, with the ability to meet performance expectations, in a fast-paced work environment.
4. Well-developed written and verbal communication skills including the ability to communicate effectively and professionally with people at all levels and adapt written messages to suit the intended audience.
5. Demonstrated professionalism including ability to be discreet, diplomatic, and maintain confidentiality and flexibility.

Desirable

1. Knowledge of procedures for Ministerial correspondence and Parliamentary Questions.
2. Ability to assist with events management and grant administration.

Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

Lead collectively	Seek and build key relationships, work
Think through complexity	Think critically, work with ambiguity and
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work;
Deliver on high leverage areas	Identify priorities, pursue objectives with
Build capability	Proactively develop others; share learning to
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work;
Lead adaptively	Continuously seek to understand personal

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

Special Conditions

Other conditions specific to this role are:

Nil

Registration date	14 May 2025
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