



## POSITION DESCRIPTION

<b>Role title:</b>	Executive Officer - CEO & Board Secretary	<b>Position number:</b>	ERA22508
<b>Status:</b>	Permanent	<b>Classification:</b>	Level 5
<b>Division:</b>	CEO Office	<b>Effective date:</b>	March 2025

Conditions of employment are in accordance with the current *Public Sector CSA General Agreement* and the *Public Service Award 1992*.

### Reporting Relationships

Number of Positions Supervised 0

#### Supervisor

Position number: ERA 24041  
Position title: Chief Executive Officer  
Classification/Level Authority Determined  
:

### Organisational Context

The ERA is the independent economic regulator of electricity, gas, water and rail in Western Australia. Our purpose is to benefit all Western Australians by promoting strong economic outcomes through effective regulation and decision making. We strive to make sure current and future consumers pay no more than necessary for safe and reliable utilities.

The ERA consists of two regulatory divisions, Regulation and Energy Markets, a Corporate Services division and an Office of the CEO. This role will report directly to the Chief Executive Officer and work closely with the Office of the CEO and the Director, Corporate Services.

How we work is just as important to us as what we do. Our people have integrity, strive for excellence, and build trust.

### Position Summary

This position provides high level executive support to the Chief Executive Officer and Governing Body Chair and Members.

The position supports effective functioning of the Governing Body including coordinating meetings, facilitating agendas, managing the Governing Body submission process, and supporting the CEO to ensure high standards of quality and governance are maintained.

## Position Activities

- Provides high-quality, executive, administrative and secretarial support to the CEO and Governing Body Chair and Members including complex diary management, travel arrangements, document management and record keeping.
- Manages the Governing Body (GB) meeting process including:
  - o Planning and facilitating meeting schedules.
  - o Preparing meeting agendas in consultation with the CEO and Executive Team.
  - o Co-ordinating the timely completion and despatch of submissions.
  - o Setting up meetings, including calendar and room bookings, online meeting set up via Teams, and organising catering.
  - o Ensuring that the business at meetings is accurately captured in the minutes, including decisions, delegations and action items.
  - o Overseeing record-keeping in relation to meetings.
  - o Ensuring quality and governance requirements are maintained to a high standard.
  - o Being a source of knowledge about the governance requirements, providing advice and guidance to staff and working collaboratively with the Director Corporate Services in maintaining the GB meeting governance manual.
  - o Considering, proposing and implementing agreed improvements to meeting processes.
  - o Reporting on delegations used and other items as required.
- Undertakes research and coordinates and prepares draft responses on behalf of the CEO, liaising with the Minister's Office in relation to parliamentary questions and other enquiries, as required.
- Liaises with a wide range of stakeholders including senior representatives of industry, government, representative bodies and other stakeholders on issues as required.
- Reviews incoming correspondence to the CEO, determining action required and coordinating responses.
- Prepares and coordinates internal processes on behalf of the CEO, including monitoring and follow up for correspondence, action items and other matters.
- Coordinates agendas, all papers and information relating to the ERA Executive team meetings and staff meetings including editing, formatting, agenda papers, minute-taking and required follow-up.
- Ensures effective coordination and management of key external meetings and forums involving the CEO including agenda preparation, coordination of presentations, submissions and minute taking as required and ensuring timely progress and completion of actions.

- Provides support to the Director Office of the CEO as required in relation to CEO strategic priorities and projects, including tracking and monitoring progress.
- Provides leadership and guidance to, and coordinates, other administrative staff to ensure efficient, customer focused administrative and executive support across the organisation.
- Undertakes routine financial management activities for the CEO and Governing Body Chair and Members including purchasing goods and services and preparing credit card acquittals.
- Coordinates corporate events and functions including logistical and hospitality aspects when required.

### **Governance / Accountabilities**

- Actively promotes and models behaviour demonstrating compliance with public sector legislative requirements and departmental policies, procedures, including exercising given delegations. In this regard particular attention is given to the application of:
  - o The guidelines and principles of the Western Australian Public Sector Code of Ethics and the ERA's Code of Conduct within a framework of high ethical standards.
  - o Appropriate Occupational Safety and Health and Equal Opportunity legislation and plans, policies, standards and practices.

### **Other**

- Other duties as directed, according to organisational needs.

## **Position Competencies**

### **ESSENTIAL:**

The occupant must be able to demonstrate, within the context of this position:

1. Substantial experience in providing executive and administrative support to a senior executive and experience in supporting a high-level committee or Board with demonstrated knowledge and understanding of associated governance processes.
2. Highly-developed verbal and interpersonal communication skills to confidently liaise with Board members, senior level stakeholders and gain the cooperation of people at all levels.
3. Strong written communication skills with a high level of proficiency in relevant technologies and preparation of a range of documents, with attention to detail and quality.

4. Demonstrated ability to use initiative and judgement to assess the urgency and importance of situations and take appropriate action.
5. Sound research, analytical and problem-solving skills.
6. Excellent planning, organisational and time management skills with demonstrated ability to coordinate tasks and meet strict deadlines in a high-pressure environment.

**DESIRABLE:**

Experience in a regulatory environment.

### Appointment Conditions

Location:	Perth
Accommodation	NA
Allowances / Special Conditions	NA
Specialised Equipment Operated	NA

### Certification

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

### Chief Executive Officer

Jenness Gardner

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