

Statement of Duties

Department of Premier and Cabinet

As at 19 March 2019

Position title:	Executive Assistant
Position number:	Generic
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream Band 3
Division/branch/section:	Various
Full Time Equivalent (FTE):	
Location:	
Position status:	Fixed-Term and/or Casual Register
Ordinary hours per week:	
Supervisor:	Various

Agency/Department values:

DPAC values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent

For more information about DPAC visit www.dpac.tas.gov.au

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Position objective:

Provide a comprehensive and high-level of administrative support which may include operating in an executive environment supporting senior managers, and/or providing project support to meet organisational objectives.

Duties:

Please note, subject to the duration of the fixed-term engagement, the occupant may be required to undertake all or part of the following duties:

1. Provide high-level administrative and executive support and ensure sensitive and confidential handling of all routine and complex enquiries.
2. Manage the flow of information including initiation and timely preparation of correspondence and reports, referral of matters for action by appropriate officers and effective quality control of documents.
3. Liaise with ministerial officers, departmental officers, private industry, government departments, public and international visitors to obtain information, maintain work flow and ensure timely responses.
4. Ensure a high level of organisation within the office, including scheduling and providing administrative support to meetings and events related to projects and/or executive operations.
5. Coordinate and collate regular reports including ministerial, board and project reports and plans.
6. Record, draft and distribute resolutions, project actions and outcomes and minutes of meetings as required.
7. Undertake other administrative and project support duties as required.

Level of responsibility:

The occupant is responsible for timely and accurate completion of assigned tasks within established work practices and procedures. Meeting deadlines and shifting priorities is a feature of this position.

The occupant will be required to display initiative and flexibility and to liaise within the agency and with external stakeholders.

The occupant will be expected to provide a wide range of professional administrative support services whilst maintaining a high level of confidentiality and adhering to departmental and government guidelines and instructions.

Reporting structure:

Functions undertaken are under general direction and general supervision, based on established procedures and practices.

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Selection criteria:

To apply for this position you will need to demonstrate your ability to meet the selection criteria detailed by completing the Executive Assistant Register Application Form.

1. Demonstrated ability to undertake a wide variety of administrative and executive support duties with a high degree of accuracy, together with high level knowledge of office management practices and procedures.
2. High level organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of work activities within pre-determined timeframes.
3. Well-developed interpersonal, written and verbal communication skills including the ability to effectively communicate with all levels of staff and external organisations.
4. Proven ability to exercise initiative, discretion and judgement in the execution of tasks and contribute effectively in a team environment.
5. High level keyboard and computer literacy skills with a thorough working knowledge of Microsoft Office applications and the ability to use an electronic record keeping system.
6. High standard of ethical behaviour that is consistent with the Department's values and promotes a positive workplace culture.

Desirable requirements:

N/A

Essential requirements:

N/A

State Service Principles:

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

Code of Conduct:

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

Workplace diversity:

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They

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also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.

White Ribbon:

The Department is committed to providing a healthy and safe working environment for all employees and has a zero tolerance for violence, including violence against women.