

Department of State Growth

Statement of Duties

Position Title:	Executive Officer
Position number:	424806
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 4
Division/branch/section:	Cultural & Tourism Development/ Office of the Deputy Secretary
Location:	Hobart
Employment status:	Full time
Supervisor:	Deputy Secretary, Cultural & Tourism Development

Position Objective

Provide high level executive and administrative support to the Deputy Secretary, Cultural & Tourism Development and across the division generally. Manage ministerial workflows and support the efficient and effective delivery of a broad range of business activities and processes aligned to strategic outcomes set by government and actioned through the division's Strategic Plan.

Major Duties

- Act as the primary point of contact for the Office of the Deputy Secretary and provide a high-level client service to division stakeholders including liaison with local and interstate businesses and public sector organisations, state and federal ministerial officers, senior government staff and a range of industry and community groups.
- Provide high-level administrative and executive support to the Deputy Secretary including managing the flow of information; referral of matters for comment or further action to the appropriate branch or officer; research of files and other material; preparation of correspondence, presentations and word processing.
- Manage the timely, efficient and effective flow of ministerial information and documentation through undertaking a range of tasks associated with ministerial correspondence including operating, updating and maintaining the ministerial tracking and other information systems, quality assuring ministerial correspondence and other relevant documents.
- Manage the Deputy Secretary's diary and work schedule including collation of briefing notes and the setting up of more complex meetings, seminars and workshops for the office.
- Provide administrative support for a range of whole-of-government matters such as cabinet, community forums and government boards.
- Organisation of conferences, travel, accommodation, managing stationery and other related items
- Undertake special projects and budget management tasks at the discretion of the Deputy Secretary including monitoring and reporting of expenditure against budget, seeking and tracking approvals for senior management travel itinerary and the purchase of materials and supplies.
- Work with key personnel within the Department of State Growth to coordinate, monitor and manage information. Manage discrete projects and act as the division resource to induct staff with

correct policy, process and procedure familiarisation across the division and provide support in the use of Records Manager and its workflow in collaboration with the operations team.

- Perform other duties as envisaged by the assigned classification under the relevant industrial award of agreement and in accordance with the skills, competence and training of the occupant.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The occupant is responsible for timely and accurate completion of assigned tasks with a high degree of professionalism. This position is expected to display a collaborative and open communication work style, maintain a high level of political awareness and be familiar with the strategic direction, current activities and issues associated with the Government, the State and external stakeholders.

The occupant is required to perform with considerable initiative, judgement, tact and discretion under the general direction and supervision of the Deputy Secretary and will work closely with other areas of the department and division, in particular with Secretariat and the Operations and Client Engagement team.

Selection Criteria (Knowledge and Skills):

- High level knowledge of and proven experience in the provision of executive support in a senior management environment, including the proven ability to prepare and co-ordinate correspondence, briefing materials and senior meetings and delegations.
- Well-developed organisational, budget coordination, project and research skills, together with the proven ability to set priorities, meet deadlines, manage a diverse and often competing workload and manage stress in a changeable outcomes-focused environment.
- Ability to maintain confidentiality together with the proven capacity to exercise initiative, judgement, discretion and sound problem solving/decision making skills with a high level of discretion in a client service environment.
- High level interpersonal and oral communication skills with the proven ability to communicate clearly with tact and diplomacy effectively negotiate and manage relationships with stakeholders at all levels within and outside of their organisation.
- Well-developed written communication skills including the proven ability to produce information that is clear, accurate, concise, professional and client focussed.
- Highly developed and proven information technology skills together with advanced capability in word processing; spread sheet packages; preparing and formatting presentations and use of RM Workflow.

Position Requirements

Pre-employment

- *Nil*

Essential

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of

COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from the requirement to be vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.

Desirable

- Demonstrated experience in office administration and procedures within an executive environment, sound understanding of financial concepts.
- Driver's license

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [Department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

State Growth aims to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We value diversity and promote an inclusive workplace, recognising individuals for their unique characteristics, background, experiences, knowledge, skills, values and perspectives.

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at [State Service Management Office \(www.dpac.tas.gov.au/divisions/ssmo\)](http://www.dpac.tas.gov.au/divisions/ssmo)
