

# PRINCIPAL EXECUTIVE OFFICER

CORPORATE AND GOVERNANCE / OFFICE OF THE SECRETARY

## Why work for us

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The work you will undertake is varied and interesting. We contribute to major government activities that improve the wellbeing of Tasmanians and support the Government's management of the State's financial position.

We are a flexible, diverse, inclusive, and supportive workplace with a strong values-based and team orientated culture. For more information about Treasury and what our staff have to say about working for us, visit our website: <https://www.treasury.tas.gov.au/about-us/careers>

## The position

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This position provides professional, highly motivated and proactive executive support to the Secretary. You will research, plan and anticipate requirements to ensure the Secretary and Executive team are prepared and informed on relevant matters. You will also provide guidance and mentorship to other staff who support Treasury's Executive team.

## What you will work on

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- Proactively manage, filter and directly respond to the Secretary's emails and correspondence and prepare complex briefing notes and written information. This work is often confidential/sensitive in nature.
- Provide guidance and direction to the Office of the Secretary administrative support team to contribute to the management, planning, organisation and coordination of services requirements of the Executive team, including managing diaries and travel arrangements. You will anticipate the support required and optimise time management, productivity and efficient outcomes for Treasury's senior managers.
- Initiate, coordinate and prepare time sensitive and highly confidential documents such as Ministerial correspondence, Cabinet submissions and collaborate with others on matters that require input or action from other people and work areas.
- Provide and coordinate high level analytical research and prepare reports for the Secretary and Executive team. You will also monitor the quality of the documents submitted to the Secretary and the Executive team for approval and provide guidance and direction to other staff to ensure quality standards are met and maintained.
- Act as the first point of contact for the Secretary and undertake high level liaison with Ministers, Ministerial Offices, other Departments, private organisations, senior Departmental staff and the general public. You will exercise sound judgement, on the manner and timeliness of responses and manage the workflow.
- Organise and schedule meetings, conferences and functions which includes booking venues and equipment, preparing agendas, taking minutes and providing executive support.
- Perform other allocated duties as required.

# Responsibility, direction and supervision

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You will operate with considerable independence to determine your priorities, approach, and delivery of your work. You will apply existing frameworks when making decisions and may work on multiple subjects. You will provide informed advice on your work. You will provide recommendations on activities and your supervisor may provide guidance for the implementation.

You will display and promote behaviours that are compliant with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

# Skills and experience

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Our selection panel will assess your skills, experience and ability to perform the role using the following criteria:



## COMMUNICATE

- Prepare high level documents and accurate drafts of complex material.
- Clearly explain complex technical issues to others.
- Represent Treasury in your area of expertise. Where possible, negotiate and influence others to get results.



## MANAGE OUTPUTS

- Plan, organise, schedule and prioritise within your work area.
- Coordinate with others and negotiate changes to task deadlines and resources.
- Contribute to the work of other team members.
- Promote and contribute to a client focus.



## CONCEPTUALISE/ANALYSE/APPLY JUDGEMENT

- Make appropriate decisions on the team's activities and identify solutions and strategies to non-routine problems.
- Make informed, timely and accurate decisions on the team's activities.
- Provide authoritative advice in your area of expertise.



## TEAM /LEADERSHIP/BEHAVIOURS

- Lead, inform, guide and mentor others in your area of expertise and promote organisational objectives.
- Actively contribute to a positive team environment and use your networks to get results.
- Model and promote behaviours in line with Treasury's values.



## TECHNICAL/PROFESSIONAL

- Demonstrate highly developed knowledge, skill and ability in required for the role.
- Desirable - a relevant qualification or equivalent experience.

# Our values

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Treasury strives to create a respectful work environment, free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. Our values guide our behaviour:

## **INTEGRITY**

Builds confidence, trust and self-respect, and is the foundation of open and honest communication.

## **EXCELLENCE**

Challenges us to give our best and brings us recognition.

## **RESPECT**

Recognises the value of us all and the contribution we all make.

## **CAMARADERIE**

Creates a fun and supportive place to be.

## **PASSION**

Inspires us to achieve great things.

All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*). These can be found at

[www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo)

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**Hours Per Week:** Flexible up to 73.50 hours per fortnight

**Supervisor/Reports to:** Secretary / Assistant Director, Office of the Secretary

**Direct Reports:** No

**Employment:** Permanent

**Award/Classification:** Tasmanian State Service Award General Stream Band 6

**Location:** Hobart

**Position Number:** 724558

**Approved by:** Kate Patmore, Assistant Director

**Date:** 17 June 2024

