

# Statement of Duties

## Department of Premier and Cabinet

As at 18 April 2024

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<b>Position title:</b>	Executive Officer
<b>Position number:</b>	Generic
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 4
<b>Division/branch/section:</b>	Various
<b>Full Time Equivalent (FTE):</b>	
<b>Location:</b>	
<b>Position status:</b>	Fixed-Term/or Casual Register
<b>Ordinary hours per week:</b>	
<b>Supervisor:</b>	Various

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### **Agency/Department values:**

Department of Premier and Cabinet (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.

#### **Respect**

We treat everyone with respect and kindness.

For more information about DPAC visit [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)

## Statement of Duties: Executive Officer

### **Position objective:**

To provide high level executive and administrative support to allocated Executive members, senior managers, and other staff members. Support the effective delivery of key division-wide business activities and processes, whilst ensuring the efficient flow of information within defined areas of responsibility.

### **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 executive and administrative support to allocated Executive members, including providing relief and support to other team members within the department.
2. Maintain quality control over ministerial and other confidential correspondence, including screening incoming communications, answering enquiries, and initiating and preparing correspondence.
3. Research and co-ordinate background notes, responses to request for information and briefings. Ensure timely responses, within nominated deadlines and to the department's quality standards.
4. Providing high level executive support for meetings including minute taking, agenda preparation, meeting scheduling, co-ordinating reports and submission of documents.
5. Liaise at various levels with a broad range of internal and external stakeholders, on routine and complex issues, including managing the timely flow of correspondence, managing and referring internal and external enquiries into the office.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### **Level of responsibility:**

Responsible for providing high-level executive and administration services while exercising discretion and initiative in completion of allocated tasks within agreed timeframes and the achievement of agreed outputs and outcomes.

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 Officer Register Application Form.

1. Proven experience and understanding of the provision of high-level executive support in a demanding and complex environment.
2. Proven skills and experience in executive, secretarial and administrative work including analytical, organisational, investigative and research skills, together with the ability to think critically, laterally, solve problems and make appropriate decisions.
3. Demonstrated ability to exercise initiative, confidentiality judgment, sensitivity, and discretion, including interpreting and analysing information and making appropriate decisions within a demanding work environment.
4. High-level interpersonal, written, and verbal communication skills, with a proven ability to negotiate and liaise effectively with a wide range of internal and external stakeholders in a sensitive and confidential manner. Demonstrated commitment to a team environment and to work effectively and independently within that team.
5. Demonstrated high-level secretarial and organisational skills, as well as the ability to work under pressure and independently, without supervision, in a senior management environment, to be adaptable and flexible and to prioritise work to meet competing deadlines.
6. High-level computer skills, including the efficient use of keyboard and contemporary office administration, and a proven ability to use a variety of software packages, in particular word processing, spreadsheets, and email packages efficiently and effectively.

### **Desirable requirements:**

NA

### **State Service Principles and Code of Conduct**

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://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.

The State Service Code of Conduct (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

### **Working environment**

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by

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providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

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 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.