

Child Abuse Royal Commission Response Unit

Executive Officer – Statement of Duties

Objective

Manage the provision of services to the Child Abuse Royal Commission Response Unit (CARCRU), including reception, information systems, records and work procedures. Ensure a high level of executive and office administration support is provided to the Director and staff of the Unit.

Duties

- Provide a high level of support to the Director by undertaking the following administrative activities:
 - Maintenance of the Director's appointment diary, screening phone calls, and travel and accommodation arrangements as required.
 - Prepare and contribute to annual reports, budgets, business and strategic plans, and a range of complex, high level correspondence including briefing notes, minutes, and confidential correspondence.
 - Liaising between stakeholders, departmental staff, outside agencies, Government instrumentalities and statutory authorities.
- Provide high level administrative support to the Unit, including the provision of personal, electronic, and telephone reception duties within the CARCRU, ensuring sensitive and confidential handling of enquiries, preparation of meeting papers and other documentation to support the operation of the Unit.
- Undertake a range of administrative tasks including but not limited to, basic financial transactions, explanation of operational procedures to new staff and clients, maintenance of databases, operation of general office equipment and processing of mail.
- Operate, update, input, and retrieve data using a number of CARCRU information systems, ensuring accuracy and the ability to adapt to new technology and processes as required.
- Contribute to the achievement of team objectives and the equitable allocation of workload by working effectively as part of a small team.
- To undertake duties as allocated by the Director consistent with the functions of the CARCRU and that are within the capacity, qualifications and experience normally expected from persons occupying the position at this classification level.

Level of responsibility

- Required to work under minimal supervision, exercising independence in undertaking the role. The role requires a high level of personal initiative and confidentiality.
- To work autonomously and in a team to progress matters relating to the business and administrative requirements of the unit.
- Expected to efficiently and effectively coordinate assigned resources in accordance with Departmental policies and objectives, exercising discretion and a degree of independence of action in decision making connected with the primary tasks.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- Limited direction will be provided by the Director, but the position will be expected to exercise a degree of autonomy in the completion of tasks.

Selection criteria

1. Demonstrated experience in working with vulnerable people, and exercising sensitive and collaborative skills to engage with members of the public or the ability to acquire the relevant skills within a short time-frame.
2. Demonstrated knowledge and experience providing high level office administration including the ability to review guidelines and procedures, together with the capacity to research and analyse information.
3. High-level communication, interpersonal, and organisational skills, including the ability to liaise effectively with key internal and external stakeholders regarding a diverse range of issues, together with the capacity to provide reception services and prepare written documentation, including publications, for a variety of audiences.
4. Excellent attention to detail, highly organised and able to keep accurate and current records across a high volume of matters.
5. Proven ability to exercise discretion, initiative, flexibility, and confidentiality and to work enthusiastically and effectively both individually and as a member of a team.
6. Demonstrated experience in the use of case management and/or financial systems or the ability to acquire the relevant skills within a short time-frame.

Essential requirements

- Registration to Working with Vulnerable People.

Desirable requirements

- Relevant qualifications and/or demonstrated experience in an administrative role.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy

2. Disciplinary action in previous employment.

3. Identification check.

Position Summary

Title	Executive Officer
Number	357061
Award	Tasmanian State Service Award
Classification	General Stream Band 4
Division	Child Abuse Royal Commission Response Unit
Full Time Equivalent	1.0
Output Group	Child Abuse Royal Commission Response Unit
Branch	Child Abuse Royal Commission Response Unit
Supervisor	Director Royal Commission Response Unit
Direct Reports	Nil
Location	Hobart
Position category and funding	A634