

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Executive Assistant
Position Number	005045
Business Unit	Family and Sexual Violence Command
Branch / Section	Family and Sexual Violence Command Admin
Location	South, North, North West
Immediate Supervisor	Business Manager
Award	Tasmanian State Service Award
Employment Conditions	Full-time, Fixed-term
Classification	Band 4

Focus:

To offer high level administrative assistance in the statewide implementation of the ARCH Pilot Program.

To support the efficient and effective operation of the business unit as a member of the Family and Sexual Violence Command administrative team.

Provide efficient and confidential support to the Commander and District Management Group, which includes high-level executive, administrative, and secretarial duties encompassing the preparation, coordination and management of confidential documentation and managing competing priorities.

Maintain information systems and efficient workflow, meeting coordination, assistance with projects, research, and provide advice in relation to work practices and procedures.

Primary Duties:

- Provide high-level executive, secretarial, administrative, and business support to the Office of the Commander and members of the District Management Group including the ARCH Statewide Program Coordinator.
 - Provide direct support to the District Management Group including travel statewide as required, management of electronic diaries, preparation of correspondence, organisation and scheduling of meetings/appointments,
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minute taking, effective email management and actioning emails on behalf of the Office of the Commander as appropriate.

- Prepare documentation for a variety of audiences and purposes adhering to organisational guidelines and processes, including researching, and preparing responses to routine correspondence, briefs, reports, and the development and maintenance of registers/databases as required by the Office of the Commander.
- 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, and providing reception support when required.
- Provide administrative and logistical support, including resource, liaison with internal and external stakeholders to achieve project outcomes.
- Setup, maintain and ensure the integrity of information systems including corporate applications, spreadsheets, other data stores and sources, and the application of contemporary records management practices ensuring data management is correct.
- Develop secretarial and administrative systems and protocols to ensure effective information management to and from the Office of the Commander and the broader District Management Group as required. Ensure an efficient workflow, filing and a consistent standard of correspondence is produced for the Office of the Commander.
- Provide advice and guidance to less experienced administration staff to ensure secretarial and administrative systems and processes are applied and followed appropriately. Undertake any other executive assistance and administrative support duties across the business unit as determined by business priorities.
- Co-ordinate travel requirements for personnel including flights, accommodation and hire vehicles.
- Participate in staff wellbeing checks related to working in an environment where there may be exposure to sensitive material including sexual harm against children and adults.

Scope of Work:

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.

Contribute to the operational effectiveness of the business unit, ensuring the application of appropriate policies, standards and practices in a complex, sensitive and highly confidential work environment.

Direction and Supervision:

The Executive Assistant receives general supervision and direction as to priorities from the Commander and Business Manager and will receive broad direction from other members of the District Management Group.

Expected to exercise initiative, discretion, and judgement in the achievement of individual and business unit outcomes. Individual tasks are expected to be undertaken with minimal supervision, with flexibility, innovation, and initiative.

Selection Criteria:

1. Proven experience and understanding of the provision of high-level executive support in a demanding and complex senior management 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.

Qualifications and Experience:

Desirable:

Certificate IV in Business or equivalent qualification, or progress towards attaining this qualification.

Knowledge of Microsoft Office, Content Manager and Technology One applications would be advantageous.

Essential Requirements:

The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct:

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions:

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees 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.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

C MORRIS
ACTING MANAGER, EMPLOYMENT ADVISORY SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: August 2023