

Statement of Duties

Department of Premier and Cabinet

As at 19 August 2021

Position title:	Executive Support Officer
Position number:	0001839
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 4
Division/branch/section:	State Service Management Office
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Position status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Director, State Service Management Office

Agency/Department values:

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.

For more information about DPAC visit www.dpac.tas.gov.au

Division profile:

The State Service Management Office (SSMO) provides advice and support to the Head of the State Service and represents the Employer of the Tasmanian State Service workforce and works with agencies as a trusted partner to enable the Tasmanian State Service (TSS) to attract, retain and appropriately develop and organise a skilled, and professional workforce to meet the needs of Tasmania.

The SSMO plays a leading role in identifying and discussing contemporary opportunities and challenges across the TSS workforce, including informing agencies of issues of mutual interest. SSMO also aims to share best practice and learnings of each agency and drive cross-agency engagement and collaboration on areas of strategic priority.

Position objective:

To provide professional and proactive project, administrative and executive support to the Director, SSMO and the Deputy Director, Workforce Management and Employment and Deputy Director, Workforce Strategy as required. Coordinate the division's production, tracking and clearance of briefing notes, Question Time Briefs, Budget Estimates Briefs, ministerial documents, reports, meeting papers and minutes.

Duties:

1. Provide high-level executive support and coordinate the day to day activities of the Director, SSMO, including management of the Director's diary; managing emails, correspondence and briefing material; managing incoming calls; travel and function arrangements; and other administrative services to optimise timely and efficient outcomes.
2. Prepare correspondence, briefing notes, reports and other documents as requested by the Director across the Division.
3. Provide executive support to the Director, SSMO for the PSIRC Subcommittee of Cabinet, DPAC Executive meetings, Budget Estimates, and any other committees or working groups managed by the Division.
4. Monitor workflow and requests, including the distribution, tracking, filing and security of sometimes complex and specialised information and documents for the Director to ensure deadlines and information management standards are met. Ensuring the quality of documentation submitted for signature to senior executives as required.
5. Assist with the management of financial and physical resources associated with the functions of the Division. Authorise minor purchases on behalf of the Director.
6. Coordinate and support divisional events such as Interjurisdictional Conferences, for example for Public Service Commissioners.

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7. Provide secretariat and administrative support to the Tasmanian Training Consortium (TTC).
8. Prepare and distribute communication material for the TTC, including direct marketing emails, social media posts and web updates.
9. Manage small projects, undertake research and prepare ad hoc reports to support the Divisional leadership team.
10. Undertake other executive and administrative tasks as requested by the Director.

Level of responsibility:

Responsible for ensuring the provision of efficient and timely executive support to the Director, SSMO.

Use of sound judgement and initiative in disseminating confidential information, answering queries and making decisions about the provision of effective executive and administrative support.

Decisions made are based on the exercise of sound judgement and initiative. Set own work priorities and achieve tasks within agreed timeframes and allocated resources. Meeting deadlines, revising priorities and exercising discretion and initiative are requirements of this position.

Regular liaison with people who may be senior staff inside the Department, other agencies and Ministerial offices.

Develop excellent professional working relationships with all staff and other people who interact with the Division.

Time constraints may have a significant impact on the workload.

Reporting structure:

The position reports directly to the Director, SSMO.

The Director provides broad objectives and priorities, but individual tasks are undertaken with limited supervision.

Work is undertaken in accordance with relevant departmental and government policies and guidelines. However, there are discretionary elements for which the office will need to exercise judgement.

Selection criteria:

1. Comprehensive and specialised knowledge, expertise and understanding of executive support, project support and office management practices and procedures.
2. Sound communication skills and the ability to communicate effectively at all levels of the Agency. Ability to exercise judgement and discretion, and handle sensitive or confidential situations and information with diplomacy and tact.

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3. Proven ability to plan, organise and prioritise workloads, manage a variety of tasks at the same time and complete work activities within tight time frames.
4. Ability to adopt an innovative approach to problem solving and adapt standard practices or develop new approaches to resolve problems.
5. Proven ability to quickly and accurately produce complex documents that are clear and concise to a high standard of quality using software packages relevant to this position.
6. High level computer literacy with the ability to use a range of software, including a computerised records management system or the ability to quickly acquire this. The capacity to develop innovative IT solutions to support and enhance tasks
7. Capacity to contribute to a positive team environment, use networks to obtain results and behave in alignment with DPAC values.
8. Understanding of the social, political and organisational context in which the Department of Premier and Cabinet operates.

Essential Requirements:

N/A

Desirable Requirements:

N/A

State Service Principles:

Employees should familiarise themselves with the State Service Principles (view at 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.

Code of Conduct:

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

Workplace diversity:

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

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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.