

## Executive Officer

| STATEMENT OF DUTIES            |  | March 2024 |
|--------------------------------|--|------------|
| <b>Number</b>                  | Generic  |            |
| <b>Portfolio</b>               | Business Operations and Support Services   |            |
| <b>Branch</b>                  | Office of Deputy Secretary   |            |
| <b>Section</b>                 | N/A  |            |
| <b>Sub-Section/Unit/School</b> | N/A  |            |
| <b>Supervisor</b>              | Senior Policy Advisor  |            |
| <b>Award/Agreement</b>         | Tasmanian State Service Award  |            |
| <b>Classification</b>          | General Stream Band 4  |            |
| <b>Employment Conditions</b>   | Permanent or fixed-term, part-time or full time, up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. |            |
| <b>Location</b>                | South  |            |
| <b>Check Type</b>              | N/A  |            |
| <b>Check Frequency</b>         | N/A  |            |

### Context

The Office of the Deputy Secretary operates in a time critical environment with significant pressures arising from tight deadlines.

The information dealt with is broad based, varied and often complex, and the accurate assessment of the political sensitivity of matters arising is crucial.

In the context of the selection criteria, to successfully undertake the responsibilities the occupant will have:

- Demonstrated experience providing high level support to senior executive members, or equivalent experience, in order to demonstrate the necessary attention to detail and proactivity required to be successful in the role;
- Well rounded communication skills, and proven ability to work effectively with a wide range of stakeholders;
- High level administration skills combined with the ability to undertake research, and to use good levels of judgment, confidentiality and discretion.

## Primary Purpose

Provide professional, efficient, and proactive executive support to optimise and ensure productivity within the Office of the Deputy Secretary, Business Operations and Support.

## Level of Responsibility/Direction and Supervision

The occupant requires an understanding of operational guidelines, systems and processes, to achieve the required outcomes.

The occupant is responsible for exercising a high level of confidentiality and discretion in disseminating information and answering queries, and is required to exercise sound judgement, and initiative within the operating framework established by the Deputy Secretary.

The occupant receives general direction from the supervisor in meeting objectives in the provision of support to the Deputy Secretary with the expectation to set and revise own work priorities to achieve tasks within agreed timeframes and allocated deadlines.

The Department has a range of delegations in operational areas including Finance, Human Resources and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with any specified limitations.

## Primary Duties

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1. Provide comprehensive executive support to the Deputy Secretary, including management of the Deputy Secretary's diary; scheduling and responding to meeting requests, arranging travel, forward planning, and allocating dedicated task time; as well as other administrative services to optimise time management, productivity, and efficient outcomes.
2. Coordinate internal and external communication, including the referral of matters for comment or appropriate action; assist with the timely preparation of correspondence and briefing material, including proofing of documentation.
3. Provide guidance and direction to other staff to ensure the quality standards of the Deputy Secretary are met and maintained, recognising the highly confidential/sensitive nature of much of this work.
4. Serve as a first point of contact for the Deputy Secretary and undertake high level liaison with staff within the Department, other agencies, the Minister's Office, as well as private organisations, and members of the public, on both routine and complex issues and undertake or coordinate follow up actions as required.

5. Develop sound, professional working relationships with all staff and people who interact with the Deputy Secretary.
6. Provide mutual backup and organisational support to the Executive Officer team as required and under the direction of the Senior Policy Advisor, or relevant Senior Executive Member.
7. Undertake, or assist, with a range of ad hoc administrative duties; prepare confidential documents, undertake relevant research activities, or small discreet projects relevant to the Deputy Secretary.
8. 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.

## Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Demonstrated knowledge, expertise and understanding of executive support and office management practices and procedures together with understanding, or the ability to acquire such understanding of the political, social, and organisational environment in which the role operates.
  2. Proven ability to exercise initiative, judgement, and the motivation to achieve results in an environment subject to changing conditions and workload.
  3. High level self-management skills, including demonstrated planning, organising and problem-solving skills, together with the capacity to set priorities, manage a variety of tasks concurrently and complete work activities within tight time frames.
  4. High level interpersonal and communication skills, with the ability to undertake research and produce and/or proof correspondence that is clear, concise and to a high standard of quality, together with liaison, conflict resolution and negotiation skills with the proven capacity to interact effectively with a wide range of stakeholders.
  5. Demonstrated capacity to contribute to a positive team environment.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

### Essential

- 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)

### Desirable

- Nil.

## Working within the Department for Education, Children and Young People

The Department is responsible for the following areas within Tasmania

- Tasmanian Government Schools
- Child Safety
- Youth Justice
- Out of Home Care
- Libraries Tasmania
- Child and Family Learning Centres.

This is a department built entirely for children and young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

We work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

However, we are a new Department – established in October 2022 – and we are still working together to build our Strategy and our culture and values. This work will be continuing into 2023, and we want all staff to be involved in this.

## Values, Behaviours and Workplace Diversity

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures.** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has 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.

## State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department of Education, Children And Young People: Information technology policies](#)

## Work Health and Safety

The Department is committed to high standards of performance in respect of work health and safety. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

## Information & Records Management and Confidentiality

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

## Delegations

This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position.

The Department has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Fraud and Corruption Control Policy and reporting procedures.

## Fraud Management

The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's Fraud and Corruption Control Policy and Procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager or to the Manager Internal Audit.

We are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

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**Category/funding/restrictions:** Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

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**HR Office use only:**

**APPROVED BY HRM DELEGATE:** 973874 – Deputy Director Strategic Recruitment and Payroll Operations – February 2024

Request: 7021206

Date Duties and Selection Criteria Last Reviewed: 03/24 VRH

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