

Executive Officer

STATEMENT OF DUTIES

FEBRUARY 2024

Number	Generic
Portfolio	Education Regulation
Branch	Education Regulation
Section/Unit/School	N/A
Supervisor	Director Education Regulation
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 4
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, 73.5 52 weeks per year including 4 weeks annual leave.
Location	South

Context

Education Regulation 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 the Director, Deputy Directors and the shared services teams and to optimise and ensure productivity within Education Regulation.

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 Director.

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

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) 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 a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Provide comprehensive executive support to the Director, Deputy Directors and the Shared Services Team as required. Including management of the Director's and Deputy Directors diary's; 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 Education Regulation 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 Director 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 general 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 Education Regulation.
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7. Provide mutual backup and organisational support to the Education Regulation team as required.
8. Undertake, or assist, with a range of ad hoc administrative duties; prepare confidential documents, undertake relevant research activities, or small discreet projects relevant to Education Regulation.
9. 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.
10. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

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.

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.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

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

Essential

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

Desirable

- Current Driver's Licence

Working within the Department for Education, Children and Young People

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.

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

Employment within the Department 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 for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, 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.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Deputy Director Strategic Recruitment and Payroll Operations – February 2024
Request:

Date Duties and Selection Criteria Last Reviewed: 02/24 VRH
