Title  Executive Officer
Number  Generic
Division  Learning Services
Branch  Specified Learning Service
Section  N/A
Sub-Section/Unit/School  N/A
Supervisor  Administrative Manager, Learning Services
Award/Agreement  Tasmanian State Service Award
Classification  General Stream Band 4
Employment Conditions  Permanent, full-time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location  Specified Learning Service

The Role
Contribute to the efficient operation of the Learning Services by providing high-level executive and administrative support, co-ordinating the operations of the office in conjunction with senior staff together with the provision of high level client service and advice.

Level of Responsibility/ Direction and Supervision
Responsible for the provision of efficient and effective business, executive and administrative support. As a member of the Operations team the employee is responsible for the instruction and guidance of administrative staff. The occupant is expected to contribute to the maintenance and improvement of service delivery through the provision of detailed advice.

This position exercises delegations in accordance with a range of Acts, Regulations, Awards and administrative authorities and functional arrangements mandated by statutory office holders including the Secretary of the Department. Details of delegations to this position are provided to the occupant and must be exercised in accordance with any specified limitations.

The officer will work closely with the Operations management team and receive general direction from the Administrative Manager, Learning Services.

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

1. Provide high-level business, executive and administrative advice, support and services to the Directors and Managers of Learning Services including the coordination of high quality documentation and maintenance of appropriate information management systems.

2. Coordinate the operations of the office and plan and monitor the work assignments of the team by providing instruction and guidance on practices, systems and processes as required.

3. Assist the senior managers of the Learning Services with the administrative, human, financial and physical resources including assistance with the provision of procurement services and arranging and overseeing facility maintenance and repairs.

4. Liaise and consult with a wide range of stakeholders including school staff, parents and students, government and non-government organisations, departmental Learning Services, school and community associations, bodies and representatives and provide accurate information and advice service.

5. Manage small projects, undertake research and prepare ad hoc reports, briefings and correspondence as required.

6. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

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 in this context. The nominated role and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated administrative experience, organisation and leadership skills including the ability to effectively mentor others and provide instruction and guidance to stakeholders to achieve agreed outcomes.

2. Highly regarded interpersonal skills, including written and oral communication skills, the ability to prepare high level correspondence, negotiate mutually acceptable outcomes and the capacity to work collaboratively as a member of a team in a busy work environment.

3. Demonstrated planning, organising and problem solving skills, including the capacity to organise work schedules, use initiative, set priorities and work with minimal supervision as part of a team.

4. Sound knowledge and experience in the use of office software products and information and records management systems.
5. Demonstrated research and analytical skills and the ability to exercise initiative in gathering and interpreting information, including the ability to understand the political, social and organisational environment.

Requirements

**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 of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government’s priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First: Every Learner, Every Day* Strategic Plan, and the Libraries Tasmania Strategy.

**Our Commitment**
- Together we inspire and support all learners to succeed as connected, resilient, creative and curious thinkers.

**Our Values**
- Aspiration, Respect, Courage and Growth.

**Our Goals**
- Access, Participation and Engagement; Early Learning; Wellbeing; Literacy and Numeracy.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that inspires and supports all learners to succeed as connected, resilient, creative and curious thinkers.

Information and Records Management

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.

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 DoE Condition of Use policy statement located at Department of Education: Information technology policies

Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect to work health and safety and managing diversity. 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.

The Department of Education is committed to providing a safe workplace for all employees and has zero tolerance to all forms of violence.

State Government workplaces and vehicles are non-smoking environments.

Category/funding/restrictions: Permanent. Cost code: As Specified.

HR Office use only:

APPROVED BY HRM DELEGATE: 103974 – Deputy Secretary Corporate Services / 960249 Director Human Resources Management – August 2007
Date Duties and Selection Criteria Last Reviewed: 10/16 TC, 12/18 DRL/CD