

Executive Assistant

STATEMENT OF DUTIES

FEBRUARY 2025

Number	Generic
Portfolio	Schools and Early Years
Branch	Schools
Section/Unit/School	Specified School or College
Supervisor	Principal
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 3
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time Up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave or appropriate pro rata leave entitlements if part time.
Location	Statewide

Primary Purpose

Provide high level clerical and administrative assistance to support the Principal and School/College. Ensure a comprehensive level of executive assistance, and general office support is provided to the Principal. Contribute to the efficient operation of the School/College including the provision of high level client service.

Level of Responsibility/Direction and Supervision

The occupant is responsible for the performance and accuracy of day-to-day tasks and for providing confidential and effective administrative and executive assistance to the Principal. The occupant is expected to be pro-active, exercise judgment and initiative and work with minimal supervision.

The occupant will receive direction and supervision from the Principal.

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 comprehensive administrative, executive assistance and clerical support, including document production, diary management and computer-based tasks.
2. Assist with the flow and management of information both within and from the School/College often of a highly confidential and sensitive nature, within the School/College and across stakeholders ensuring timely preparation of information and papers, relevant correspondence, reports and the referral of matters for further action.
3. Organise and schedule meetings, arrange background papers, prepare agendas, collate background/briefing materials and take minutes during meetings.
4. Operate and maintain accurate information management systems to support quality assurance and audit processes.
5. Assist with the management of the School/College's resources in line with established guidelines, systems and processes.
6. Participate in continuous quality improvement projects and initiatives, including providing advice and assistance as required.
7. 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.
8. 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. Extensive knowledge and experience in the provision of administrative and executive assistance and support together with a demonstrated understanding of administrative processes.
2. Proven organisational and self-management skills including the ability to work under pressure, demonstrate initiative, set priorities, manage varying workloads and work to deadlines, with minimal direction.
3. Well-developed communication skills, both written and oral, with the proven capacity to develop meeting summaries and reports.

4. Well-developed interpersonal skills and demonstrated ability to communicate effectively with people at all levels, with a demonstrated capacity to work effectively as a team member and provide general advice and support to team members and other staff.
5. Sound negotiation, conflict resolution and liaison skills, with the ability to exercise sound judgement while maintaining high levels of confidentiality and using discretion.
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)

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

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 – Assistant Director Workforce and Personnel Services
– May 2020
Request: 50977
Date Duties and Selection Criteria Last Reviewed: 02/25 LMc
