

POSITION DESCRIPTION

Directorate:	Education
Division:	Infrastructure and Digital Services
Branch:	Digital Strategy, Services and Transformation
Section:	Executive Branch Manger Office
Position Title:	Executive Support Officer
Position Number/s (several)	P38034
Classification:	ASO4
Immediate Supervisor:	Executive Branch Manager
Security Clearance Required:	No
Location:	Hybrid and Hedley Beare Centre for Learning and Teaching

DIRECTORATE OVERVIEW

The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

The Directorate is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

BRANCH OVERVIEW

Digital Strategy, Services & Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff. This includes managing and providing advice on records, copyright and ICT programs, teaching and learning systems, business and administration systems and relevant policies and procedures.

POSITION OVERVIEW

Working directly to the Executive Branch Manager (EBM), you will be joining a busy and challenging environment in providing executive support to the EBM. You are committed and thorough, with the ability to work at a high level across a range of activities in an agile and fast paced environment. You will be a strong communicator, approachable, flexible, with experience working in the public sector.

Ideal candidates will be able to develop strong working relationships with people of all levels across the branch, the group, and the Directorate, as well as consulting with external stakeholders. You can work

collaboratively within a group, multitask, actively networking with others and engaging in varying types of feedback choosing the appropriate time.

WHAT YOU WILL DO

In accordance with EDU policies, the Executive Support Officer will:

1. Comprehensive diary management requiring the ability to multi-task competing priorities and being proactive in diary planning.
2. Management of Executive Branch Managers (EBM) meeting papers through OneNote
3. Strategic and sensitive management of access to the EBM, including managing incoming calls and visitors to the EBM and the EBM Office more broadly.
4. Executive email management, prioritising and categorising emails, managing due dates and delegating actions.
5. Ensuring the EBM is well prepared for meetings, including preparation of meeting documents and organising briefings as required.
6. Arranging travel and accommodation and reconciliation of credit cards.
7. Establishing strong stakeholder relationships with an emphasis on customer service. Liaising with multiple internal and external stakeholders in a responsive and professional way.
8. Providing secretariat and other support as required, including preparation of agendas, minute taking with attention to detail
9. Undertaking other duties appropriate to this level of classification as requested by the EBM.

SELECTION CRITERIA

1. Well-developed interpersonal, oral, and written communication and liaison and negotiation skills and the ability to communicate sensitively and effectively with a range of stakeholders.
2. Proven organisational skills including the ability to work effectively in busy situations, plan, set priorities, and meet deadlines with minimal supervision.
3. High level administrative skills including diary management and the ability to operate a variety of computer programs, databases, and other records management systems.
4. Ability to manage confidential and sensitive information in accordance with relevant legislative and policy principles.
5. Demonstrated commitment to the implementation of the principles of workplace diversity, participative work practices, understanding of cultural integrity and Workplace Health and Safety.

HIGHLY DESIRABLE

Highly developed proficiency in the Microsoft Suite of applications.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently

General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Never
Sitting at a desk	Frequently
Standing for long periods	Frequently
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never

Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never