

## Role Description

## Executive Assistant (Generic)

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	<b>20629</b>	Content Manager No.	<b>17/326755</b>
Work Unit	<b>Nominated School Nominated Region Early Childhood and State Schools Division</b>		
Location	<b>Various locations throughout the State</b>		
Classification	<b>AO3 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week</b>		

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Executive Assistant you will provide a range of executive and secretarial support and confidential administrative services to support the activities of the Principal/Executive Principal and school/college.

The Executive Assistant reports to the Principal/Executive Principal or nominated delegate.

### Your role

Responsibilities include:

- Provide confidential administrative and secretarial support to the Principal/Executive Principal, including word processing, data base and spread sheet applications and produce advanced desktop published documents.
- Oversee the delivery of documentation presented to the Principal/Executive Principal, schedule appointments, coordinate and organise meetings, conferences, professional development for staff, room bookings and functions, maintain diaries, take minutes of meetings and distribute to attendees and manage the provision of administrative and secretarial support to conferences as required.
- Maintain effective time management practices for the Principal/Executive Principal including coordinating diary appointments, prioritising correspondence, preventing unnecessary interruptions and other calendar events.
- Monitor and screen incoming telephone calls and correspondence to the office and where necessary direct these to the appropriate areas.
- Coordinate the provision of administrative and executive support to conferences and meetings, including organising room bookings, travel, accommodation and registrations.
- Coordinate the dissemination of information to office personnel and provide advice regarding office administrative procedures.
- Produce advanced desktop published documents and administer ordering and payment procedures.
- Prepare draft correspondence, reports and submissions on human resource and financial management issues and maintain and enhance administrative systems and processes to maximise the effectiveness of school services.



- Coordinate the records management activities, including records of incoming correspondence and Right to Information requests and monitor the flow of correspondence and provide advice and training in records management to other personnel.
- Manage records and other information resources so that information relevant to the school/college and its functions is readily available to clients.
- Receive and identify client needs and assist visitors and /or appropriately redirect telephone calls
- Assist in preparation and monitoring of budgets, utilising spreadsheets to monitor expenditure and provide reports. Purchase various items for staff using corporate card and maintain all associated paperwork for reconciliation of statements.
- Use databases (administration, human resources, financial management including the SAP system) to process information and produce reports. Maintain OneSchool management and administrative databases for student enrolment and staff.
- Supervise and train administrative officers in keyboarding, reception and telecommunication services and other functions as required.
- On behalf of the Principal/Executive Principal, liaise with government, business, industry, parent and education bodies, with a focus on a high level of client services.
- Manage international and domestic travel for all staff, prepare international travel applications including general briefing notes to the Minister, prepare international reports. Manage associated paperwork including purchasing requisitions and financial transactions information.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.

- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

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- This role description works in conjunction with the Candidate Information Package.