

Role Description

Executive Services Officer

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.

23053

Content

Manager No.

15/307135

Work Unit

Regional Office

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

AO3 Qld Public Service Officers and Other Employees Award - State 2015

36 ¼ hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. 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

Your opportunity

As the Executive Services Officer you will:

- Provide efficient, effective and confidential executive and administrative services to the Senior Officer.
- Prepare, coordinate and disseminate relevant information and liaise with a diverse range of departmental clients and community bodies on behalf of regional officers, specific to the function, and in support, of the operation of the regional office.

The Executive Services Officer reports to the Nominated Supervisor, Nominated Region and may supervise other Administrative Officers or Trainees.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Schedule appointments and maintain diaries, receive and assist visitors, identify client needs and redirect telephone calls.
- Take minutes of meetings and distribute to attendees, coordinate room bookings and functions, and organise and provide support to conferences.
- Coordinate and organise travel and accommodation.
- Provide advice regarding office administrative procedures, provide word processing services and produce advanced desktop published documents.
- Assist in preparation and monitoring of budgets, and administer ordering and payment procedures.
- Use spreadsheets and databases such as administration, human resources, the TSS (The Solution Series) system, and the financial management Systems Applications Products (SAP) system, to process information and produce reports.



- Maintain an efficient filing system of correspondence, expenditure and records and monitor the flow of correspondence.
- Coordinate and disseminate information to office personnel, and coordinate and manage records management activities.
- Provide advice and training in records management to other personnel.
- Supervise and train administrative officers in reception, telecommunication and support services and other administrative functions.

Other responsibilities (as required)

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

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

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