

Role Description



Executive Assistant, (Generic)	Job Ad Reference			
	Job Evaluation No.	17480	TRIM No.	17/326755
	Work Unit	State Schools/State High School or Other Educational Institution		
	Location	Various locations throughout the State		
	Classification	AO3 Qld Public Service Officers and Other Employees Award - State 2015		
		36 ¼ hour week		
		Permanent / Temporary / Full-time / Part-time		
	Job Type	Temporary period until XXXX unless otherwise determined		
	Salary Range	per annum		
		<i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		
	Contact Officer			
	Contact Telephone			
	Closing Date			

Your employer

The Department of Education and Training (DET) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DET is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training and Skills Division works to meet the current and future needs of the economy through building a world class training system to enhance the skills of Queenslanders and optimise employment opportunities. The division achieves this through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, informing consumers, supporting a quality Vocational Education and Training (VET) sector and providing whole of government leadership on training and skills issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.

The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus

State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.



Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.det.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

You will have responsibility for leading the following activities and undertaking the following key tasks:

- 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 duties, consistent with the duties and responsibilities of the position as directed by the Principal/Executive Principal, or nominated delegate.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Demonstrated ability to work both autonomously and as an effective team member, including the ability to establish work priorities and meet determined deadlines and commitments

2. Achieves results

High level organisational skills, including the ability to oversee and manage multiple tasks, prioritise work demands and meet deadlines.

3. Supports productive working relationships

Demonstrated ability to arrange appointments, establish itineraries and organise meetings/conferences, providing necessary secretarial support.

4. Displays personal drive and integrity

Ability to effectively coordinate office administrative systems and contribute to the effective operation of a team providing quality school services.

5. Communicates with influence

High level communication and interpersonal skills and ability to establish productive working relationships with all levels of staff with a focus on delivery of client services.

Additional information

- **For temporary positions** - The duration of this position will be dependent on work demands and the availability of ongoing funding. Delete if not applicable
- The Department has provided Functional Jobs Requirement Reports, providing general information on the physical and psychological demands of certain positions. This should be considered in conjunction with the specific expectations and environments of individual schools. [Primary Administration Staff](#)
- Travel and overnight absences from base may be required of this position. **Delete if not applicable.**
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.

- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au