

Role Description



Executive Services Officer

Job Ad Reference	
Job Evaluation No.	17480
TRIM No.	17/326795
Work Unit	State Schools/State High School or Other Educational Institution
Location	Various locations throughout the State
Classification	AO4 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week
Job Type	Permanent / Temporary / Full-time / Part-time 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 on working with stakeholder to meet government goals, commitments and targets.
- 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 Services Officer you will contribute to the effective and efficient management and administration of the school by providing a high level of confidential administrative and executive support to the Principal/Executive Principal.

The Executive Services Officer reports to the Principal/Executive Principal.

Your role

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

- Organise the Principal/Executive Principal for liaison with senior government, private sector executives and community representatives in order to expedite the business activities of the school/college and the Department.
- Provide a comprehensive range of executive and administrative support services including preparation of accurate and timely reports, correspondence and other documents, financial management, and procurement.
- Undertake a variety of research, project and committee support activities, including coordination and preparation of plans, reports, correspondence and other documentation.
- Maintain effective time management practices for the Principal/Executive Principal including coordinating diary appointments, prioritising correspondence, preventing unnecessary interruptions and screening telephone calls.
- Monitor progress and report to the Principal/Executive Principal on various projects and action items, undertake investigation, research and analysis of sensitive and confidential matters.
- Provide executive support for meetings chaired by the Principal/Executive Principal including preparing agendas, papers and minutes, prioritising correspondence, and responding to outstanding queries and requests for information.
- Develop and manage provision of administrative support to school operations in accordance with school guidelines developed in consultation with external sources. Involves identifying problems, conducting research, seeking expert advice (where necessary) and recommending solutions.
- Arrange appointments, meetings and conferences including venues, travel arrangements and accommodation and exercising assigned financial, purchasing and administrative authorities.
- Receive visitors and delegations to the Principal/Executive Principal.
- Organise the Executive and the Leadership Team liaison with key stakeholders in promoting the strategic plan across the school/college.
- Provide information and interpretation of departmental and school policies in accordance with advice from regional and at times, central office staff.
- Maintain a high level of accuracy in all correspondence and administrative documents, using appropriate software programs and adhering to departmental standards, including the use of style guides, templates and other corporate standards.
- Develop, implement and review executive support systems and procedures to ensure that they operate in accordance with departmental requirements and standards.

- Assist with the financial, human resources and administrative operations of the office, including skilled use of Microsoft Office applications, OneSchool, OnePortal, or similar management system.
- Sound level of understanding in financial management principles including procurement guidelines and experience in using departmental financial system or similar financial system.
- 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 interpret and apply legislation, regulations, policies, guidelines, standards and procedures within a school environment.

2. Achieves results

Demonstrated ability to analyse issues, establish a course of action, adopt a proactive, solution focussed attitude, including the ability to establish work priorities and meet predetermined deadlines and commitments.

3. Supports productive working relationships

Demonstrated ability to work autonomously and as a member of a team and to build and sustain positive relationships with team members and clients.

4. Displays personal drive and integrity

Demonstrated capacity to review and develop systems and services to meet the needs of a changing organisational environment with skills in the application of current software packages.

5. Communicates with influence

Demonstrated interpersonal and communication skills, including the ability to manage the flow of people and business, liaise, consult and negotiate with internal and external clients regarding sensitive and confidential matters.

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](#)

- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- 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