

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.	22680	Content Manager No.	17/326795
Work Unit	Nominated School Nominated Region Early Childhood and State Schools Division		
Location	Various locations throughout the State		
Classification	AO4 Qld Public Service Officers and Other Employees Award - State 2015		

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:

- 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.

The Executive Services Officer reports to the Principal

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:

- Organise the 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 including coordinating diary appointments, prioritising correspondence, preventing unnecessary interruptions and screening telephone calls.
- Monitor progress and report to the 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 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.
- 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 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

- This role description works in conjunction with the Candidate Information Package.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.