



Executive Officer

Position Number:	3103663	Portfolio:	Approvals
Classification:	Level 4	Reports to:	Executive Manager, Level 7
Location:	Joondalup	Direct Reports:	Nil

Description

The Executive Officer provides efficient executive support to the Directorate, coordinating administrative activities across the portfolio. The position reports to the Executive Manager supporting the directorate by managing correspondence, briefs, ministerial reporting, and logistical and administrative tasks.

The Assurance directorate has wide-ranging statutory and regulatory responsibilities to protect public health, the environment and water resources in Western Australia and ensure that DWER's water and environmental regulatory activities are delivered to support the objectives of the legislation. Our work supports the Environmental Protection Authority and the Waste Authority to deliver and monitor the effectiveness and implementation of their strategies.

Responsibilities

- Maintain effective administrative systems, records, workload tracking platforms, and protocols to support the day-to-day operations of the Directorate.
- Provide administrative support for Executive Director including diary management, inbox management and tracking priority actions to completion.
- Coordinate logistics for meetings, events, and functions including scheduling, venue and equipment bookings, and preparation of supporting documentation.
- Organise and prepare agendas, take minutes, and ensure follow-up actions are tracked for meetings.
- Assist in drafting routine correspondence and coordinating information from relevant stakeholders to support internal communications.
- Manage and prioritise a range of administrative tasks and workflows to support timely outcomes and assist key stakeholders.
- Assist with basic research, proofreading, and preparation of documents and brief content for internal use or administrative purposes.
- Maintain effective working relationships with staff in the Approvals portfolio and liaise with relevant internal stakeholders.
- Liaise with internal business areas including the Ministerial Liaison Unit, Office of the Deputy Director General and Executive Support teams as required
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, we see every employee as a leader. This belief drives our success. To support this, we have established clear [Leadership Expectations](#). This role will be [Personal Leadership](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.



Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

We serve to make a difference | We build trust | We care | Open minds | Better Together

Work Related Requirements

Essential

1. You have experience providing high-level executive and administrative support, applying sound judgement and initiative to manage sensitive matters and support senior leaders effectively (*you deliver with purpose*).
2. You have strong planning and organisational skills, enabling you to manage competing priorities, coordinate workflows, and consistently meet deadlines in a dynamic work environment (*you lead adaptively*).
3. You have effective written, verbal, and interpersonal communication skills, with the ability to liaise, negotiate, and build productive working relationships with stakeholders at all levels (*you collaborate and influence*).
4. You have developed conceptual, analytical, and problem-solving skills, enabling you to identify issues and implement practical, fit-for-purpose solutions in a timely manner (*you think through complexity*).
5. You have demonstrated discretion in handling sensitive information and situations, maintaining confidentiality and professionalism in all interactions (*you build trust*).

Desirable

6. You have prior experience working within government settings, including familiarity with Ministerial, Parliamentary, and Departmental correspondence processes (*you deliver with purpose*).

Other Requirements

- The department will conduct a national police check before offering employment.