



Executive Officer – Deputy Director General Approvals

Position Number:	101512	Portfolio:	Approvals
Classification:	Level 5	Reports to:	Executive Manager, DDG Approvals - Level 7
Location:	Joondalup	Direct Reports:	1 FTE

Description

This position is responsible for the efficient executive support to the Deputy Director General Approvals. The Executive Officer liaises, plans and coordinates administrative tasks across the Approvals Portfolio on behalf of the Deputy Director General and Executive Manager including correspondence, briefs and ministerial reporting, administrative matters and logistics.

Responsibilities

- Maintaining systems, records, processes and protocols to enable to efficient operation of the Office of the Deputy Director General Approvals
- Coordinating events, functions, meetings for the Deputy Director General Approvals including preparation of itineraries, booking venues and equipment and overseeing the preparation of documentation for presentations.
- Preparing for and take minutes at Approvals Senior Leadership Team meetings and other meetings as required.
- Preparing draft responses and coordinating departmental responses required including gathering all relevant input from stakeholders.
- Ensuring all Ministerial and the Deputy Director General Approvals correspondence meets expected standard of grammar, presentation and content.
- Following up Departmental records to collate and disseminate information for the Deputy Director General Approvals to inform their work.
- Proactively managing workflow to ensure timely completion of tasks for both key stakeholders and the Deputy Director General Approvals, thereby facilitating their ability to meet deadlines.
- Undertaking special projects, proof reading, research, analysis, preparation of draft papers /reports as required.
- Supervises one Administrative Officer.
- Maintaining positive and effective working relationships with the Office of the Director General, liaises with Office of the Director General staff and the Ministers Office on behalf of the Office of the Deputy Director General Approvals when necessary.
- Proactively assisting departmental staff with requests for advice and assistance on behalf of the Deputy Director General Approvals.
- Liaising with the Ministerial Liaison Unit, departmental Executive/Directors and Directorate, Regional and Branch staff on behalf of the Deputy Director General Approvals.
- Additional duties as required within the skill and scope of position capabilities and departmental Upholds equity, diversity and inclusion, work health and safety and ethical principles in all aspects of this role.



- Promotes and ensures a safe workplace, addressing both physical and psychosocial safety.
- Applies curiosity and performs other duties as required.
- Demonstrates leadership behaviours and upholds our values in all actions.

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](#). For this role, you will be a [Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by [values](#) created by our people. During the selection process, we will assess your ability to fulfil the role's responsibilities while upholding our values. We expect all employees to embody our values and showcase leadership in all aspects of their work.

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

Requirements

Essential

1. Experience providing senior executive and administrative support at a high level.
2. Developed planning and organisational skills, with the ability to manage workflow and meet timeframes.
3. Developed and effective written, verbal and interpersonal skills, including ability to liaise, negotiate and maintain productive working relationships with a range of internal and external stakeholders.
4. Developed conceptual, analytical and problem-solving skills, including the ability to identify problems and develop practical solutions.
5. Demonstrated ability to use discretion to deal with sensitive issues while maintaining confidentiality.

Desirable

6. Previous experience and knowledge of Government processes with Ministerial, Parliamentary and Departmental correspondence.

Special Requirements

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