



## Position Details

<b>POSITION TITLE</b>	Private Secretary
<b>CLASSIFICATION</b>	Level 5
<b>POSITION NUMBER</b>	EA001
<b>TEAM</b>	Office of the Governor
<b>NUMBER OF DIRECT REPORTS</b>	Nil
<b>REPORTS TO</b>	Governor

## About Governor's Establishment

The primary function of the Governor's Establishment is to support the Governor to fulfil his mission through the provision of exceptional professional services to the Governor and his family.

The Office has a flat structure where employees are encouraged to be proactive and more productive by having greater input into the decision making process.

The Office manages the Governor's active program of engagement and works to maintain Government House as a significant cultural heritage asset for the community of Western Australia.

Our Vision is to promote and encourage community well-being through both the Governor's role and the enhanced utilisation of the House. We do this by facilitating relationships, through strong communication and community engagement and by showcasing Western Australia for all its attributes, capabilities and achievements.

## Our Values

<b>Leadership</b>	We lead by example
<b>Respect</b>	We care for each other, our clients and our community
<b>Integrity</b>	We act with Integrity
<b>Collaboration</b>	We work together as one team
<b>Excellence</b>	We pursue excellence in everything with do
<b>Transparency</b>	We are open and honest in our communications

## About the Role

The Private Secretary provides effective, confidential secretarial support to the Governor.

Is the point of liaison with individuals and organisations external to Governor's Establishment in order to collect or impart information, ensure that the requirements of protocol are met, the necessary arrangements are in place and that the Governor is properly briefed.

## Job Responsibilities

- Arranges and maintains a schedule of appointments, meetings and other commitments for the Governor to enable efficient time management.
- Undertakes confidential liaison with external organisations in order to collect or impart information, arrange meetings or any other matters requiring attention.
- Receives and screens visitors and phone calls for the Governor and undertakes follow up action where required.
- Prepares briefs and itineraries including background information as required.
- Makes private and official travel and accommodation bookings.
- Provides direct secretarial and administrative support to the Governor as required.
- Maintains confidentiality and uses discretion in handling and relaying of information.
- Liaise with Honorary ADC's for external events.

- Collaborate with diverse stakeholder groups (inhouse and external) and maintains relationships with a network of people.
- Build relationships with regular stakeholders and service providers to ensure premium delivery capability.
- Demonstrates well developed written, oral communication, negotiation and interpersonal skills to enable required supporting documentation to be delivered to the Governor in a timely manner.
- Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others' contribution.
- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner and can adapt behaviour and style appropriate to all levels.
- Consistently produces high quality work with high level of attention to detail.
- Acts with integrity and demonstrates ethical behaviours.

## Skills

- High level of initiative; ability to assess the urgency and importance of situations and take decisive and appropriate action.
- Excellent time management and organisational skills, including the ability to meet strict deadlines.
- Well-developed written and presentation skills for preparation of correspondence, reports and presentations. Attention to detail.
- Demonstrated high-level written communication, interpersonal and negotiation skills.
- Demonstrated well developed problem solving and risk management skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
- High level computer literacy skills.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.

## Occupational Health & Safety

- In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*, employees are responsible for ensuring that they:
  - Follow reasonable instruction;
  - Cooperate with their employer; and
  - Take reasonable care for the safety of others in the Workplace at all times.

## Corporate Responsibilities

- Demonstrates effective leadership and integrity by complying with the Code of Conduct and all Policies and Procedures.
- The Code of Conduct outlines the standard of behaviour expected of all Employees of the Governor's Establishment. Employees have a principal responsibility to provide effective apolitical support and assistance, and a relevant and timely service to the Governor's Establishment, the Governor and spouse, staff, and members of the public.

## Other

- In the context of *State Records Act 2000* and other applicable State Records Commission standards and policies, employees are responsible for ensuring that they (and any employees for whom they are responsible) create, capture, maintain and dispose of records in accordance with the legislation.
- The responsibilities outlined above and the scope of the role may change as necessitated by operational requirements

## Essential Work-Related Requirements (Selection Criteria)

- Extensive secretarial and administrative experience at a senior level.
- Demonstrated well-developed interpersonal skills and proven ability to communicate with senior executives and gain the cooperation of staff and people at all levels.
- Ability to maintain confidentiality and use discretion in relaying information.