



GOVERNMENT HOUSE
QUEENSLAND

POSITION DESCRIPTION

Designation:	Executive Officer (EO)
Location:	Office of the Governor Government House 168 Fernberg Road Paddington QLD 4064
Postal Address:	Office of the Governor GPO Box 434 BRISBANE QLD 4001
Classification:	AO6 (equivalent)
Job Ad Reference No.	QLD/340422/20
Closing Date:	Tuesday, 24 March 2020
Term:	Contract appointment (Full-time) – initially for three years (subject to a security check and six-month probation) with extension by mutual agreement.
Reports to:	Strategic Program and Protocol Manager
Contact detail:	Alanna Hughes, Ph: 0418 976 529
Date of Review:	March 2020

ORGANISATIONAL ENVIRONMENT

The Office of the Governor exists to provide executive, personal, administrative and logistic support to the Governor and to manage Government House and the Government House Estate. This support enables the Governor to exercise the statutory and constitutional responsibilities and to fulfil the constitutional, ceremonial, and civic duties of office.

The Official Secretary is the Chief Executive and Accountable Officer for the Office of the Governor and principal advisor to the Governor. The Office of the Governor comprises an Executive and Corporate area and three functional areas: Strategic Program & Protocol; Facilities & Operations; and Hospitality. The functional areas are overseen by the Deputy Official Secretary (DOS) who is responsible to the Official Secretary (OS) for

the operations of Government House and the delivery of the Governor's program. The position of Executive Officer sits within the Strategic Program and Protocol team.

An employee joining this unique environment acknowledges and agrees that it is an inherent requirement of the engagement that the employee must have and maintain the trust and confidence of the Official Secretary at all times.

PURPOSE OF THE POSITION

The Executive Officer manages the provision of high-level executive and administrative support to the Governor, his/her spouse and the Office of the Governor and provides leadership and planning for the development of the vice-regal program.

CONDITIONS OF THE POSITION

The following conditions apply to the Executive Officer (EO) position:

- The EO can expect to partake in required Office of the Governor, and specific Professional Development training.
- The EO will be required to abide by the Office of the Governor's Code of Conduct.
- The EO may be required to travel to support Regional Visits as programmed.

SUPERVISORY RESPONSIBILITIES

The Executive Officer directly supervises and coordinates the work of two Executive Support Officers and also supervises and coordinates volunteer and casual staff.

DELEGATIONS AND AUTHORITY

The Executive Officer is authorised to purchase supplies and services within the financial delegation as set by the Official Secretary and in accordance with the Office of the Governor purchasing policies and guidelines.

DUTIES

- Support the planning and development of the constitutional, ceremonial and community related elements of the Governor's Program including establishing a rolling forward program.
- Oversee the implementation of the Governor's Program including but not limited to:
 - Constitutional Duties:
 - Executive Council and Queensland Parliament matters;
 - Administrator and Deputy/Acting Governor processes; and
 - petitions for pardon
 - Ceremonial and Community Duties:
 - administrative support to events planning and functions;
 - the processes of Honours and Awards;
 - letters of congratulations; and
 - associated formal correspondence.

- Responsibility for the delivery of Executive Support to the Office consisting of:
 - highly confidential secretarial and Executive Support services including liaison with the key external stakeholders of the Office of the Governor;
 - management of the workloads and output for Executive Support Officers to ensure optimum utilisation of resources and a cohesive team environment.
 - operation of Office Records Management policies, procedures and reporting including archiving and retention and disposal schedules;
 - accountability for the system administration and data quality of client relationship management (CRM) and document management (HP Records Management) systems
 - manage the development and implementation of the planning and reporting cycle for the Executive Support team and ensure effective monitoring and accurate performance reporting in line with organisational requirements. This includes: Business Unit Plans; budget development and reporting; input into Annual Report and monthly management reports
 - conduct performance assessment and review, staff counselling, career planning and development, training and induction for all staff reporting to the role.

- Management of the Government House Volunteer Guides.

- As required, perform any other duties that are reasonable and lawful as directed.

SELECTION CRITERIA

- Demonstrated experience as an Office Manager/Coordinator in senior executive or high-level government environment.
- Demonstrated ability to manage the delivery of high-level administrative support, to establish work priorities and meet demanding and uncompromising deadlines and commitments with a close attention to detail and quality.
- Demonstrated ability to supervise a small team and to provide team leadership with the capacity to manage, motivate and train staff using contemporary management knowledge and skill.
- Demonstrated high level oral communication and interpersonal skills including the ability to liaise and consult with people at all levels from internal and external stakeholders regarding sensitive and confidential matters and maintain effective working relationships in a high-pressure environment.
- Demonstrated ability to manage a budget and procurement processes, contribute to budget and business planning cycles, maintain administrative records and prepare reports for senior management.
- Demonstrated ability to analyse issues, establish a course of action and adopt a proactive attitude with minimum direction while operating in an environment requiring a high level of tolerance, tact and integrity.
- Competent in the use of computer equipment, Microsoft products, and management information systems and demonstrated ability to manage change

associated with office IT systems and administrative procedures.

- Relevant degree in a business management discipline with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training in a similar position within government, military and/or diplomatic environments.

MANDATORY REQUIREMENTS or SPECIAL CONDITIONS

Applicants will be subject to a Police criminal history check and the successful applicant will be required to sign a statement of confidentiality.

ADDITIONAL INFORMATION

The Office of the Governor is committed to equal opportunity in employment

A non-smoking policy operates in the workplace.

For further information about this position contact Ms Alanna Hughes, Strategic Program & Protocol Manager on 07 3858 5709 or 0418 976 529.

HOW TO APPLY

To enable us to assess your merit, you should:

- apply online at www.smartjobs.qld.gov.au
- include your **current resume**
- provide a **brief statement** of no more than 2 pages describing why you consider yourself a suitable candidate for the position.

Applying online through the Smart jobs and careers website www.smartjobs.qld.gov.au is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'My SmartJob' account before submitting your online application.

By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.

If you experience any technical difficulties when accessing www.smartjobs.qld.gov.au please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange this.

Hand delivered applications will not be accepted.