

Role Description

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.



Executive Coordinator

Job Evaluation No.	24286	Content Manager No.	11/319227
Work Unit	Office of the Deputy Director-General Early Childhood Early Childhood and State Schools Division		
Location	Brisbane		
Classification	AO5 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week		
Job Type	Temporary Full-time Temporary period until 1 December 2024, unless otherwise determined		
Salary Range	\$99,752 – \$108,216 per annum Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. 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 Coordinator you will:

- Provide high level executive support to the Deputy Director-General.
- Coordinate and quality control the preparation of divisional correspondence including briefing notes, submissions and correspondence on behalf of the division and for use by the Deputy Director-General.

The Executive Coordinator reports to the Director, Nominated Unit, Early Childhood, Early Childhood and State Schools Division.

Your role

Responsibilities include:

- Arrange appointments, meetings and conferences; facilitate and organise itinerary for travel and accommodation requirements and process travel claims for the Deputy Director-General (DDG).
- Provide high-level administrative services, including the management and maintenance of the DDG's diary, emails and secretariat support to a range of stakeholder and governance committees.
- Maintain exceptional time management practices, ensuring the DDG is appropriately briefed for meetings, coordinating diary appointments, prioritising correspondence whilst maintaining discretion about confidential matters.
- Coordinate and prepare agendas, minutes and draft responses for the DDG. This may include liaison with departmental officers in the preparation of materials.



- Consult, collaborate and negotiate with executive management and senior officers from other agencies to resolve any matters as requested, including coordinating of briefing notes, submissions, reports, media responses and correspondence on behalf of the Office of the DDG.
- Establish and maintain effective working relationships with internal and external stakeholders, the Minister's office, Director-General's office, departmental officers, and executive government staff to facilitate quality outcomes and assist in the smooth running of the DDG's office.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

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.