

Senior Executive Support Officer

Our Destination 2030: Great Care for Central Queenslanders strategy will shape the future of healthcare across our region and support our aim for Central Queenslanders to be amongst the healthiest in the world. Great staff working in great teams with a culture of supporting and investing in our people's future. Find out more visit online

www.health.qld.gov.au/cq/destination-2030

Great People, Great Place to Work



Role Details

Role Title	Senior Executive Support Officer	Classification	AO5
Status	Fixed Term Temporary Full Time (Until 30 September 2024 with possibility of extension)	Salary	\$51.69 - \$56.24 p.h.
Unit/Facility	Executive Support Services	Total Package	Up to \$10,603 p.m.
Location	Rockhampton	Contact	Dianne Spiller (07) 4920 6307
Job Ad Reference	RK4G576066	Closing Date	Thursday, 18 July 2024

Executive Services, Executive Support Services

The Executive Services / Executive Support team is responsible for providing high level, quality, professional and confidential executive, and administrative services to the Office of the Health Service Chief Executive (HSCE) and members of the Executive Management Team (EMT) to support the achievement of CQ Health's vision to deliver Great Care for Central Queenslanders.

The Opportunity

Provide high level, quality, effective, efficient, confidential, and professional senior executive and secretarial support and assistance to the Health Service Chief Executive and Executive Management Team. Manage and coordinate executive support and business support functions to ensure seamless and effective organisation of the Office of the HSCE and Executive Management Team/Committee.

Total Package

- 12.75% employer superannuation contribution
- Annual leave loading 17.5%
- Salary packaging
- Work/life balance, variety, and flexibility
- Employee Assistance Program

CQ Health
Living our values

Care	We are attentive to individual needs and circumstance	Integrity	We are consistently true, act diligently and lead by example
Respect	We will behave with courtesy, dignity and fairness in all we do	Commitment	We will always do the best we can all of the time

The Role

- Manage and coordinate the executive support and administrative functions for the HSCE through effective time management, managing the workflow of correspondence and monitoring important issues, and follow up action when required, identifying the need for and facilitation of the timely preparation of information, documentation, and materials for meetings.
- Consult and negotiate with executive management, Ministerial and senior executives in the public, and private sectors to achieve required outcomes.
- Maintain a good working knowledge of current matters/issues relating to the office of the HSCE and provide information, advice, and assistance for the HSCE as required.
- Liaise and effectively communicate (both in writing and verbally) directly with members of the public, external organisations, and personnel at all levels and disciplines within the Central Queensland Hospital and Health Service.
- Examine and research reports, correspondence and submissions as required for consideration/discussion/approval and take further action as necessary within predetermined authority and monitor timeframes to ensure all necessary actions/follow-up and responses are completed within these timeframes.
- Work autonomously to formulate agendas and minute high level Executive meetings, including the EMT meetings and undertake follow up actions as required on behalf of the HSCE.
- Using discretion, autonomously redirect and respond to matters on behalf of the HSCE within defined boundaries and policies, procedures, and guidelines.
- Liaise effectively with other Executive Support Officers to enable the delivery of effective and timely executive and administrative support services for the HSCE and EMT.
- Develop and lead a professional network of Executive Support Officers across the HHS to provide consistency and continuity in the provision of high level and professional executive support services to members of the EMT.

Mandatory Qualifications / Professional Registration / Other Requirements

- **Mandatory qualification/s:** Not applicable.
- **Proof of identity documents:** Candidates must provide certified copies of requested proof of identity documents for the purposes of General Criminal History and National Police Certificate checks.
- **Disclosure of Serious Disciplinary History:** Under the [Public Sector Act 2022](#), applicants are required to disclose any previous serious disciplinary action taken against them.
- **Travel:** Travel throughout the health service may be required as part of this position.

How you will be Assessed

You will be assessed on your ability to demonstrate the best fit for the role. Within the context of the responsibilities described under 'The Role', the ideal applicant will be someone who can demonstrate the following:

- Proven ability and experience in effectively managing and prioritising the executive support and administrative functions and associated activities for Executive level staff, including the ability to initiate, determine and follow up work priorities within mandated and tight deadlines.
- Demonstrated high level interpersonal and written communication skills that reflect the ability to liaise effectively, diplomatically, and discretely at all levels of the organisation and with other government and non-government agencies, community organisations, and members of the public.
- Proven effective consultative, communication, interpersonal, and negotiation skills appropriate to an environment of change and evolution.

- Proven ability to use a high degree of initiative, decision making skills and reliability in operating independently with minimal guidance and supervision.
- Demonstrated experience in providing pro-active high-level secretariat functions and support to key committees, including the ability to facilitate, plan, and coordinate meetings and activities to support the effective management and delivery of health services.
- Advanced knowledge and demonstrated proficiency in contemporary computer software applications, including Microsoft Office, email and calendar applications MS Outlook and internet applications and knowledge of/or the ability to rapidly acquire knowledge of Queensland Health computer software applications.