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| Cluster | Planning & Environment |
| Agency | Office of Environment & Heritage |
| Division/Branch/Unit | National Parks & Wildlife Service / Division Various / Branch Various |
| Location | Various |
| Classification/Grade/Band | Clerk Grade 3/4 |
| Generic Role Title | Administrative Support Officer |
| Number of roles covered | 13 |
| Note: This Statement of Work is an attachment to the generic role identified above, and sets out the specific requirements for this role. | |

* 1. Undertake the role description’s key accountabilities in the context of:
* Providing effective coordination and administration services to support Director and if required, overall Branch operations:
  + managing meeting requests efficiently and referring enquiries and issues to more relevant officers where appropriate in a professional manner
  + exercising tact, discretion and diplomacy when assisting in the preparation of confidential advice in response to Ministerial and Government requests for information.
  + assisting in the preparation and collation of confidential and often urgent submissions and responses, reports, briefing notes, presentations, minutes and recommendations for approval, ensuring compliance with OEH and parliamentary processes and standards of quality.
  + supporting the development and maintenance of effective working relationships with internal and external stakeholders that facilitate information exchange, engage stakeholders in initiatives that address corporate and government priorities and that support business operations.