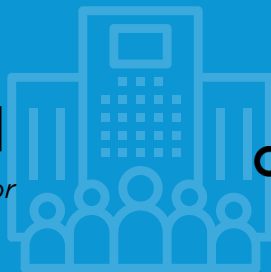




Virtual EA PA Summit 2021

Building operational excellence across the Australian public sector

Online | Thursday, 28 January 2021



AGENDA OVERVIEW

Executive assistants play a crucial role in back office operations across government.

Not only do they facilitate administrative and logistical goings-on, but they often provide a wealth of knowledge from working with a range of executives across sectors. Building strong, mutually beneficial relationships between executives and their staff is critical to ensuring internal operational excellence across the public sector.

It's time to celebrate the diversified role of the executive and personal assistant. These key professionals have the power to drive efficiency, build long-lasting external relationships and motivate senior leaders to achieve whole-of-government priorities. Building the organisational capability and interpersonal skills of executive support is key to a productive, culturally beneficial public sector.

The Public Sector Network is pleased to present the EA PA Virtual Summit as our premier event for 2021. This live-streamed virtual session will bring together leaders in the space and provide attendees with implementable organisational and interpersonal strategies to build workforce capability. By sharing ideas and collaborating across government, we can achieve common goals and build a culturally sustainable, productive public sector.

REASONS TO ATTEND



Drive departmental efficiency by gaining insights into organisational strategies from administrative professionals across government sectors



Establish healthier self-management skills to promote work-life balance and decrease work-related stress



Develop stronger interpersonal capability to strengthen your relationship with executives and external stakeholders



Build a strategic network of administrative professionals to help support your career aspirations and professional skills



Nurture a respectful and collaborative office culture where executives and assistants work together harmoniously to achieve whole-of-government priorities

WHO SHOULD ATTEND

- Executive Assistants
- Executive Officers
- Office Managers
- Chief People Officers
- Personal Assistants
- Chiefs of Staff
- Office Administrators
- HR personnel

SPEAKERS



WINNIE KING
Personal Assistant to the Director General *Ian Ailles*, UK House of Commons, & Chair, Parliamentary Admin Support Network



Bev Sims
Executive Assistant to the Secretary *Phil Gaetjens*, Australian Commonwealth Department of the Prime Minister and Cabinet



LEANNE STACEY
Executive Assistant to the Secretary *Jim Betts*, NSW Department of Planning, Industry and Environment



JIM BETTS
Secretary, NSW Department of Planning, Industry and Environment



ROBERT JONES
Executive Assistant to the Secretary *Tim Reardon*, NSW Department of Premier and Cabinet



LAURA CHANGIZI
Executive Support Officer to Chief Health Officer and Deputy Secretary, Population and Public Health *Dr Kerry Chant*, NSW Health



JESSICA PANTLIN
Executive Coordinator to the Office of the CEO, Bushfire Recovery Victoria

PARTNERS

Uber for Business

Sponsorship packages range from \$5,000-\$10,000 +GST.

Contact ross@publicsectornetwork.co for more info.

AGENDA

9.00am	Welcome from Public Sector Network
9.10am	Chair Opening: Celebrating the critical work of executive support in government Laura Changizi , Executive Support Coordinator to Dr Kerry Chant, Chief Health Officer and Deputy Secretary, Population and Public Health, NSW Health
9.20am	Keynote Session: Redefining the role of the assistant for a progressive public sector <ul style="list-style-type: none"> Understanding the strategy of your organisation and establishing effective ways of working in a digital world Challenging archaic role restrictions to promote ongoing professional development Winnie King , Personal Assistant to the Director General <i>Ian Ailles</i> , UK House of Commons and Chair, Parliamentary Admin Support Network
9.35am	Government Case Study: Building our capability: What does it take to be a successful Executive Assistant in 2021? <ul style="list-style-type: none"> Exploring ways to manage the challenges and opportunities of providing support in an ever-changing work environment Identifying areas in which you can add value and effectively contribute to the work of your Executive and the organisation Defining the key characteristics of success and how it can be achieved Bev Sims PSM , Executive Assistant to the Secretary <i>Phil Gaetjens</i> , Australian Commonwealth Department of the Prime Minister and Cabinet
9.50am	Government Case Study: Building a collaborative professional dynamic through open communication <ul style="list-style-type: none"> Showcasing a collaborative workplace dynamic between a senior executive and their assistant, and exploring ways to establish such rapport Utilising everyday strategies to build a fruitful and productive relationship that helps to fulfil both personal and professional obligations Decreasing work-related stress by advocating for open communication and establishing boundaries between executives and staff Leanne Stacey , Executive Assistant to the Secretary <i>Jim Betts</i> , NSW Department of Planning, Industry and Environment Jim Betts , Secretary, NSW Department of Planning, Industry and Environment
10.05am	Break
10.10am	Panel Discussion: Fostering a respectful and collaborative office culture <ul style="list-style-type: none"> Overcoming personal and professional barriers to a truly collaborative workplace Discovering strategies to build trusting and mutually supportive relationships within the office Increasing productivity by working better together Robert Jones , Executive Assistant to the Secretary <i>Tim Reardon</i> , NSW Department of Premier and Cabinet Jessica Pantlin , Executive Coordinator to the Office of the CEO, Bushfire Recovery Victoria
11.00am	End of session