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Executive support role descriptions

Non-executive level executive support roles from grades 5/6 to 11/12.

The executive support sector role descriptions below were developed in consultation with the sector and have been reviewed by independent role design and evaluation experts.

They can be used across a range of workforce management activities, including recruitment, performance management, learning and development and career planning.

Each role description is in line with the [Role Description Development Guide](#) and identifies the capability levels required for the role from the [NSW Public Sector Capability Framework Version 2:2020](#).

Please refer to the [Sector Role Description Guide \(PDF 47kb\)](#) and the [sector role descriptions frequently asked questions](#) for further information on how to use and adapt them to meet agency needs.

[Grade 11/12 Executive Officer \(DOCX 76.3KB\)](#)



[Grade 9/10 Senior Executive Assistant \(DOCX 76.2KB\)](#)



[Grade 7/8 Executive Assistant \(DOCX 71.9KB\)](#)



[Grade 5/6 Executive Support Officer \(DOCX 71.9KB\)](#)

