



Executive Assistant to the Chief Executive Officer

About Cancer Australia

Cancer Australia was established by the Australian Government in 2006 to benefit all Australians affected by cancer, their families and carers. Cancer Australia aims to reduce the impact of cancer, address disparities and improve outcomes for people affected by cancer by leading and coordinating national, evidence-based interventions across the continuum of care.

The Role

Do you want to make a difference? Do you want the work that you do to benefit all Australian's who are diagnosed with cancer their families, and their communities? If so, this is your opportunity to assist, working towards reducing the impact of cancer, addressing disparities and improving outcomes for people affected by cancer. Cancer Australia is the Federal Government's national cancer control agency, leading and coordinating evidence based interventions across the continuum of care.

We are seeking an experienced Executive Assistant to provide high-level support to the Chief Executive Officer. For this role you will need to have excellent communication skills both written and verbal and a proven track record of organising, coordinating diaries, anticipating requirements and supporting the outcomes of the Office of the CEO for Cancer Australia to achieve desired outputs.

This is a full-time position based in Sydney.

The Person

Cancer Australia is seeking a highly motivated, and experienced and professional individual.

The successful applicant will possess the following skills and abilities:

Significant experience providing executive support to a Chief Executive Officer, exceptional skills in liaising with internal and external stakeholders, ability to determine priorities, when to escalate issues and to work with changing priorities. The successful applicant must demonstrate a high degree of professionalism at all times, be ethical, discreet and maintain confidentiality.

Public service knowledge and experience an advantage.

Submitting your application

Application is through a resume and response to selection criteria. Please download the Job Specification for further details.

Applications need to be submitted via the Cancer Australia online recruitment system

<http://canceraustralia.gov.au/about-us/employment-opportunities>

Your application should include a short covering letter, an up-to-date resume, and responses addressing the **selection criteria**.

For further help, tips and information on applying for a role in the Australian Public Service (APS), please visit <https://www.apsc.gov.au/cracking-code>

Where circumstances prohibit your access to our online system please contact the enquiries person listed in this advertisement for assistance prior to the close date.

General enquiries: recruitment@canceraustralia.gov.au or 02 9357 9400.

Closing date: 11:30 pm 14 February 2019

Reference: 19_07_EA CEO