

Business and Executive Support Officer

Location: Melbourne CBD

Salary: \$79,995 to \$90,716 + super.

Position No: 821041

- Administrative support
- Business support
- Attention to detail
- Location: Melbourne CBD

Provides a wide range of business and executive support functions for the Office of the Secretary including email and diary management for the Director Office of the Secretary.

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, young people and people from culturally diverse backgrounds.

The Business and Executive Support Officer - provides a wide range of business and executive support functions for the Office of the Secretary including email and diary management for the Director, brief writing, and implementation and maintenance of administrative support systems and procedures. You will also provide Secretariat support to the Senior Executive Team (SET) which is the decision making and governance body of the Department. Its responsibilities include setting policy directions, ensuring alignment of governance, planning and resources to achieve the Department's priorities and considering advice from departmental committees. You will also provide Secretariat support for a range of high level governance bodies.

The successful applicant will be a self-motivated and committed individual, with excellent relationship building skills, initiative and the ability to adapt to changing priorities, working proactively to ensure the best use of time. It will require an understanding of the priority issues across the Department, excellent secretariat skills and exceptional relationship management capability in order to negotiate with senior staff and external stakeholders on behalf of the Secretary. Demonstrated experience and understanding of protocols associated with working in a Senior Executive office within government, and proven ability to operate effectively within a confidential work environment.

This is an ongoing position.

To be considered for this position, your application should include a supporting statement demonstrating that you meet the key selection criteria and any job requirements specified in the position description.

**To apply online and for further information on position descriptions
and selection criteria visit**

www.careers.vic.gov.au

Applications close at midnight Wednesday on 29 November 2017.