



Executive Assistant

**APS Level 5 (Ongoing)
Energy Division**

The Organisation and the Team

The Department of the Environment and Energy designs and implements Australian Government policy and programs to protect and conserve the environment, water and heritage, promote climate action, and provide adequate, reliable and affordable energy.

We are looking for a highly professional Executive Assistant for the First Assistant Secretary, Energy Division. This is your opportunity to join a fast-paced and dynamic team at the forefront of Australia's energy transformation.

Energy is essential for Australia's economy and modern lifestyle – it underpins almost everything we do. Our electricity and gas markets are experiencing rapid and unprecedented change. In this context, ensuring households and businesses have access to affordable, reliable, secure and sustainable energy supplies is one of the Australian Government's top priorities.

Energy Division develops policy underpinning the operation of Australia's electricity and gas markets. The division is responsible for several high-profile initiatives to improve energy market outcomes. We also facilitate the operation of the COAG Energy Council and support the work of the Commonwealth Minister for Energy in achieving the Australian Government's energy policy objectives.

The Role/Duties

Provide high level executive assistance to the First Assistant Secretary (FAS) Energy Division; including, but not limited to:

- Manage the FAS's diary and daily workflow, including schedule meetings, manage logistics and monitor status of action items.
- Manage phone calls, emails, correspondence and other papers as required.
- Appropriately being the first point of contact for the division to ensure a high level of customer service to all staff and external stakeholders, including, but not limited to, the Minister's office, departmental staff, other government departments, external authorities and organisations.
- Book and acquit travel arrangements, reconcile credit card acquittals.
- Coordination and management of the division's PDMS items in conjunction with the Branch Head EA's.
- Provide guidance and support to the Division's Branch Head EA's and assistance to the Branch Heads as required.
- Collaborate with the Energy Division's Executive Officer to provide support and guidance to the Division.

Eligibility:

- To be eligible for any position in the Department you must be an Australian Citizen.
- You must undergo and satisfy a National Police History Check
- A Negative Vetting 1 security clearance is required for this role. The successful applicant must obtain and maintain the appropriate security clearance level for the duration of their employment in the position.

Remuneration:

The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Enterprise Agreement at <http://www.environment.gov.au/about-us/employment/enterprise-agreement-2016-2019>

How to apply:

- To apply visit the Department's online recruitment system at: <http://www.environment.gov.au/topics/about-us/employment>
- Applications should consist of a 1 page maximum statement of claims taking into consideration the duties and selection criteria to demonstrate your suitability for the role.
- An up-to-date resume including the contact details of two referees is required.
- Information for applicants with disabilities: www.environment.gov.au/about/jobs/applicants-with-disabilities.html

To obtain more information about the position please contact Stefanie Lowe on 02 6159 7489 or stefanie.lowe@environment.gov.au

Applications close: 11.30pm (AEDST) on Tuesday, 26 March 2019.

The Department of Environment and Energy values social and cultural diversity and is committed to the principles of equal employment opportunity and the provision of a safe and healthy work environment.

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**