



## Australian Government

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### Cancer Australia

# Executive Assistant to the Executive Director, Policy, Strategy and Public Reporting

#### 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.

Cancer Australia are seeking to recruit an Executive Assistant to join Policy, Strategy and Public Reporting portfolio. The Executive Assistant provides executive level support and co-ordination to the Executive Director, Public Strategy and Reporting.

This is a full-time position based in Sydney.

#### The Person

To be successful in this position the candidate will have a high degree of initiative and the ability to prioritise high-level administrative tasks and undertake complex administrative support functions and activities. Minimum five years' experience as an executive level assistant or project support officer is desirable.

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#### 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](mailto:recruitment@canceraustralia.gov.au) or 02 9357 9400.

**Closing date:** 11:30 pm 25 January 2019

**Reference:** 19\_01\_EA

**CLICK TO APPLY**