



Executive Assistant (Specialist)

Classification: APS Level 4, APS Level 5, APS Level 6
Group: Various
Division: Various
Branch/Section: Various
Employment Type: Ongoing/Non-ongoing, Full-time/Part-time
Salary: \$69,010 - \$94,339, plus superannuation
Location: Canberra, ACT
Reference: A234/2019

Do you want to make a real contribution to the success of our country internationally?

THE OPPORTUNITY

An opportunity exists for officers who are highly motivated and passionate about providing high level administrative and executive support and assistance to senior executive officers and their respective teams. Positions are available in various work areas throughout the department. Successful officers may be expected to provide support to multiple senior executive staff.

As an Executive Assistant Specialist, you will be required to carry out Executive Assistant functions for a minimum of three years, before becoming eligible to apply for movement within the department subject to capability, performance and operational need.

The department supports flexible working arrangements, including part-time work and job sharing.

DFAT is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from people from diverse backgrounds. Please refer to our Workplace Diversity internet page for further information.

OUR IDEAL CANDIDATE

You will:

- Want to add value by using your initiative and judgement to recognise issues, develop solutions and anticipate and respond to the needs of the SES Officer/s you are working with.
- Have excellent interpersonal skills – as the 'face of the office' you will interact positively with a wide variety of stakeholders. You will be approachable and confidently liaise and negotiate with both internal and external stakeholders and maintain these collaborative working relationships.
- Be highly organised – adept at managing multiple diaries and the reprioritisation of tasks to accommodate competing and changing priorities.
- Thrive in a fast paced, high volume environment with limited direction and supervision.
- Discreetly handle sensitive information, maintain confidentiality and adhere to the APS and departmental conduct and values.
- Have experience as an Executive Assistant or have relevant skills that will help you be successful as an Executive Assistant.

KEY DUTIES

As an **APS4 and APS5 Executive Assistant**, you will manage the office of at least one SES Band 1 or SES Band 2 (or equivalent). You will routinely prepare correspondence, organise diaries, arrange travel and meetings, and manage office systems and records using Microsoft Office, SAP, and TRIM (electronic file management system). You will also undertake administration and coordination tasks, and may support project and research work or analysis. You will operate with discretion and use judgement in managing the flow of work and visitors for your senior executive officer. You will work collaboratively across the department to achieve outcomes. The duties will vary according to the priorities and needs of the SES Officer/s you are working with.

In addition, you may provide support and assistance to the administrative coordination units in your work area. You may also be required to provide relief assistance and support to the Foreign Minister's, Trade Minister's and Parliamentary Secretaries' offices.

APS4 and APS5 roles are broad banded, meaning that successful applicants can progress from an APS4 to APS5, without a merit based process, subject to performance. It is our expectation that Executive Assistants will commence at the APS4 level, unless they have had significant previous or related experience.

As an APS6 Executive Assistant, you will manage the office of a senior DFAT SES officer (such as a Deputy Secretary) and oversee the smooth day to day functioning of the office with limited supervision. This includes calendar management and preparing daily and forward programs. You will prepare complex correspondence, organise diaries, arrange travel and meetings, co-ordinate briefings and manage office systems and records using Microsoft Office, SAP, and TRIM (electronic file management system). You will resolve escalated issues and undertake complex research services for the purposes of preparing correspondence in support of departmental and divisional priorities or as required by senior management. You will operate with discretion and judgement to ensure members of the Executive and their visitors are professionally supported. You will mentor and coach junior staff members. You will work collaboratively across the department to achieve outcomes. The duties will vary according to the priorities and needs of the SES Officer/s you are working with.

In addition, you may provide support and assistance to the administrative coordination units in your work area. You may also be required to provide relief assistance and support to the Foreign Minister's, Trade Minister's and Parliamentary Secretaries' offices.

WHAT WE DO

The Department of Foreign Affairs and Trade (DFAT) helps make Australia stronger, safer and more prosperous by promoting and protecting our interests internationally and contributing to global stability and economic growth.

We provide foreign, trade and international development policy advice to the Government, and work with other government agencies to coordinate Australia's pursuit of our global, regional and bilateral interests. We have a dedicated and professional workforce. Staff are highly skilled at their work, which includes developing and implementing policy, negotiating international agreements, delivering high quality international development assistance, providing professional corporate management support and delivering high quality consular and passport services to Australian travellers.

DFAT is the lead agency managing Australia's international presence, including a network of over 100 overseas posts in five continents.

WHO WE ARE

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with experience outside government including from the private and not-for-profit sectors. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion. DFAT is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from people from diverse backgrounds. Please refer to our Workplace Diversity internet page for further information.

WHAT WE OFFER

- A diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- The department supports flexible working arrangements, including part-time work and job sharing.

HOW TO APPLY

Submit an application via the DFAT website at <http://www.dfat.gov.au/careers/> by **Monday 16 September at 2:00pm AEST**.

Your application will need to provide:

- Your personal details.
- Answers to two questions about how your skills, experience and qualifications make you the best candidate for this opportunity.
- Details of your professional experience and qualifications.
- Details of referees. Please note that referees may be contacted as part of the short listing process and only provide referees you are happy for us to contact early in the recruitment process. Additional referees, including immediate supervisors, may be sought at a later stage if they haven't already been provided.

Please note that this process captures all the information needed for your application. Separate resumes will not be accepted.

Information on the required skills and capabilities for a role at this level can be found on the Australian Public Service Commission website.

ELIGIBILITY REQUIREMENTS

Candidates must be Australian citizens.

This is a security-designated position. Prior to engagement selected candidates will be required to obtain an Australian national security clearance at Negative Vetting Level 2. Ongoing employment with the department requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

A face-to-face interview is a critical part of the security clearance process. This interview will be conducted in Australia, preferably in Canberra. If you reside overseas, please be aware that you will be required to travel to Canberra **at your own expense** to undertake the security clearance interview. Interviews cannot be conducted by video link or Skype.

Depending on the role into which you are placed, you may be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

ADDITIONAL INFORMATION

Candidates' attention is drawn to the department's policy on recruitment or promotion to specialist positions. This position is categorised as "specialist". If you are recruited to this position, you will be required to remain in positions within your area of specialisation, i.e. Executive Assistant roles, for a minimum of three years, before becoming eligible to apply for movement within the department subject to capability and performance.

DFAT employees are expected to adhere to the APS Values and Code of Conduct and the DFAT Values Statement.

WHO TO CONTACT

Queries about the selection process should be directed to the DFAT Recruitment Team via recruitment@dfat.gov.au or phone (02) 6261 9811.

*Advancing the interests of Australia
and Australians internationally*